



# UNM VALENCIA

## 2014-16 COURSE CATALOG

# TABLE OF CONTENTS

General Information	1
<b>Admission and Registration</b>	<b>3</b>
Assessment Center	8
<b>CLEP Exam Charts</b>	<b>9</b>
Student ID Cards	10
<b>Parking Permits</b>	<b>10</b>
Campus Police	10
<b>Campus Conduct</b>	<b>11</b>
Financial Aid and Scholarships	12
<b>Program Information</b>	<b>14</b>
Attendance	16
<b>Grading Procedures</b>	<b>16</b>
Graduation Requirements	19
<b>Tuition</b>	<b>21</b>
Academic Support Services	23
<b>Degrees and Courses</b>	<b>27</b>
Course Descriptions	94
<b>Important Terminology</b>	<b>120</b>
Student Code of Conduct	121
<b>Governing Bodies</b>	<b>129</b>
Index	131
<b>Campus Map</b>	<b>Back Cover</b>
Campus Phone Numbers	Inside Back Cover

## Message from the Executive Director

**W**elcome to UNM-Valencia Campus. The growth of our campus has been remarkable, starting from a strip mall in Rio Communities to our current campus of more than 150 acres in Tomé. While our campus is advanced in technology, we continue to provide small classes and a range of services for students including specialized tutoring, academic and career advising, and financial aid counseling.



Alice V. Letteney, Ph.D.

I completed my 19th year as the Executive Director of UNM-Valencia in 2013, and I feel honored to lead such a dynamic and vital campus. Our excellent faculty and staff are dedicated to providing our students with a great learning experience and a great opportunity to succeed in whatever career path they take.

As our mission statement says: "A quality education – a lifetime of success."

We offer dual credit courses so that students can advance their college career while in high school, adult education classes to qualify for a GED®, cutting-edge academic and technical courses and programs, and community and cultural events. In 2013, we graduated more than 300 students in degree and certificate programs, and transferred 394 students to four-year colleges and universities.

Whether you are just starting college, returning to college, updating your job skills or planning a new career, you are welcome at UNM-Valencia Campus.

We provide outstanding certificate and degree programs at a very reasonable cost.

If you have any questions, please call us at 505.925.8560, or you can visit us at [vc.unm.edu](http://vc.unm.edu) or like us on facebook at [www.facebook.com/unmvc](http://www.facebook.com/unmvc).

## About this catalog

The 2014-2016 UNM-Valencia Campus Catalog is the student's guide to the programs and regulations of The University of New Mexico-Valencia Campus.

Students are expected to become familiar with the regulations and to assume their proper responsibility in connection with them.

This catalog is intended to provide a summary of the available programs, courses of instruction, and academic regulations, as well as a guide to policies and services affecting students.

While providing information to students about the curricula and policies of UNM-Valencia, the provisions of the catalog are not intended to be regarded as an irrevocable contract between the student and the campus. The campus reserves the right to withdraw or change any provisions or requirements at any time within the student's term of enrollment.

For information about specific programs and policies not included in this catalog, please contact individual departments or administrative offices.

**Note:** The University of New Mexico and UNM-Valencia reserve the right to change prerequisites, course, and degree requirements without notice.

It should be understood that it is the student's responsibility to seek appropriate advisement with respect to all university requirements.

All questions regarding such requirements can be directed to the Office of the Registrar at 505.925.8560.

## About UNM-Valencia

UNM-Valencia, which is composed of nine buildings, is located in Tomé, N.M., between Belen and Los Lunas, the two most populated areas in Valencia County.

The campus consists of 150 acres of rural land with scenic vistas of the Rio Grande Valley to the West, the Manzano Mountains to the East, and historic Tomé Hill to the north.

## History of UNM-Valencia

The University of New Mexico began serving the educational needs of Valencia County in August 1978 with the establishment of the UNM-Eastern Valencia County Satellite Center.

The creation of this Satellite Center ended nearly two decades of work by members of the Los Lunas and Belen School districts to provide a stable source of post-secondary education and vocational training in Valencia County. A total of \$93,000 in seed money was raised to help open the facility.

In 1979, the State Legislative Finance Committee indicated that expanding satellite centers, such as the one in Belen, should be established as branch campus-

es to be supported by an ongoing mil levy as well as with student tuition and general fund appropriations.

The local community indicated its continued support by voting overwhelmingly in favor of creating a branch campus. Additional assistance came from the Board of Educational Finance, the New Mexico State Legislature, and the Eastern Valencia County Higher Education Committee, Inc.

As a result, a formal proposal to establish the branch was accepted by UNM in March 1981. Classes began in August of that year. Technical certificates and associate degrees could now be completed locally for the first time in Valencia County history.

Continued growth in enrollment and program offerings soon created a pressing need for additional space and new facilities. A new campus in Tomé was built in response, opening its doors in the Summer 1986.

A library and Learning Resource Center were added in 1994, extensive renovations in Spring 1995 provided additional classroom and office space, and the completion of the Student/Community Center in the Spring 2000 added additional classrooms, office space, and a wellness/fitness center and child care facility.

A Health Sciences Building was added in Fall 2005, and a Career Technical Center was added in Fall 2006.

## Role and function of UNM branch colleges

The university has established branch colleges to serve the citizens of New Mexico more fully and to provide the highest quality of education for students pursuing post-secondary education at different locations throughout the state.

Branch colleges respond specifically to the unique needs and multi-cultural backgrounds of their respective communities by offering community education programs; career education, including certificate and associate degree programs; and transfer programs that prepare students for upper division entry into colleges and universities.

Branch colleges utilize many resources in their service districts and therefore function as integral parts of their surrounding communities. They are thoroughly committed to assisting in the economic development of their service areas.

The branch campuses of UNM are considered fully integrated component colleges. They are committed to serving the needs of their respective communities in the manner of a comprehensive community college, offering a variety of academic, career, and community service programs.

The branch colleges pledge themselves to protect the quality and integrity of all academic curricula, and the main campus pledges its resources, whenever

# GENERAL INFORMATION

appropriate and practical, to the fulfillment of the varied missions of the branches.

UNM's associate vice president for academic affairs has responsibility for establishing policies and procedures relative to all branch operations.

## Five-part educational program

To fulfill its mission, UNM-Valencia offers five types of educational programs:

**1) Technical education programs** are offered in: computer-aided drafting; information technology; certified nursing assistant; and office and business technology.

Certificates and/or two year associate of applied science degrees are available in each of these career-based fields.

While these are not designed as transfer programs, some or all credits earned through these programs may be eligible for transfer.

**2) Certificates and/or Associate of Arts or Associate of Science degrees** are offered in the fields of business administration, computer science, criminal justice, early childhood multi-cultural education, education, general science, health & fitness education, human services, liberal arts, and studio art.

Credits in the general science program can be applied to bachelor degree programs in nursing, dental hygiene, radiography, nuclear medicine imaging, physical therapy, and physician's assistant at UNM-Main.

Most of the credits earned for these degrees can be transferred to UNM-Main or to most other four-year colleges and universities.

Specific program articulation agreements have been approved with UNM-Main for the business administration, education, criminal justice, and computer science programs.

**3) Basic skills** assistance is offered so that students who are not adequately prepared for admission for college level study can work to improve their skills and meet their educational goals.

Developmental credit courses are offered in reading, writing, math, and study skills.

Services for free basic skills instruction are provided by the Adult Education Program which houses a complete learning center.

Tutorial services are available to all students on campus as well as services for students with special needs through the The Learning Center.

**4) The Community Education Services Program** is comprised of several unique programs providing learning opportunities for citizens of all ages.

Programs include Dual Credit, Bachelor and Graduate programs, American Heart Association CPR and First Aid training, workforce training, professional development, Emergency Medical Services, Cultural

Enrichment, off-campus instruction and UNM-Valencia Facility Master Scheduling.

**5) The Small Business Development Center Program**, established as a service to the county's small businesses, provides individual counseling, training workshops, and seminars (developed in conjunction with the community education program and area economic development groups), a resource center with books and computer databases, and a referral service for professional support.

This program also offers certification to businesses and individuals upon completion of entrepreneurship courses.

## Accreditation

As a branch college of UNM-Main, UNM-Valencia is fully accredited by the North Central Association of Colleges and Secondary Schools.

## Operating agreement & funding

UNM-Valencia was established under the provisions of the Branch College Act, New Mexico Statutes 1978, implemented in an operating agreement between the UNM-Valencia Advisory Board and the Regents of The University of New Mexico.

An elected body of five representatives, the Advisory Board approves UNM-Valencia's annual budget and calls elections for local tax levies and capital outlay general obligation bonds on behalf of UNM-Valencia.

UNM-Main retains administrative and academic control of UNM-Valencia.

The executive director of UNM-Valencia reports to the provost/vice president for Academic Affairs at UNM-Main.

Funding for UNM-Valencia Campus is derived from direct State appropriations, tax levies, special grants, and student tuition and fees.

## Equal Educational Opportunity Policy

UNM-Valencia is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, gender identity, ancestry, medical condition, or spousal affiliation.

Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, testing, financial assistance, and employment.

In keeping with this policy of equal educational opportunity, UNM is committed to creating and maintaining an atmosphere free from all forms of harassment.

## Information

UNM-Valencia admits all qualified New Mexico applicants. Within the limits of its resources, it also accepts qualified students from other states and foreign countries.

Because of the great diversity of UNM-Valencia's students, special application and admission procedures have been created to meet the needs of the students served — including entering freshmen, transfer students, non-degree students, certificate students, associate degree students, and unclassified students.

## Lobo ID & Social Security numbers

For the initial application, students will need to disclose their Social Security number to the university for Identification Purposes.

The university will protect the confidentiality of the SSN as required by law.

Once the student is admitted, a UNM ID number will be assigned and used for all access to records.

In order for students to register they will need to create a UNM NetID and a password to access registration and financial aid information through my.unm.edu under the Student Life Tab.

The Login ID should not be your Social Security number. Please keep your Login ID information and password to maintain your access.

## The application process

Applications for admission to the UNM-Valencia are available online at [unm.edu/apply](http://unm.edu/apply), at the Admission/Registration Office or calling 925.8580.

Applications are required for students who:

- 1) Have not previously attended UNM-Valencia;
- 2) Have attended the UNM extension only;
- 3) Have not attended UNM-Valencia for an academic year or more and are seeking readmission;
- 4) Are changing from non-degree/unclassified status to an Associate degree status;
- 5) Are changing from a certificate to an Associate degree program;
- 6) Are changing from a Bachelor's degree program to an Associate degree program.

Once an application is completed, the student should submit it to the Admission/Registration Office, UNM-Valencia Campus, 280 La Entrada Rd., Los Lunas, N.M. 87031.

If more information is required, a notice is sent requesting the necessary information.

Once all the necessary information is received and the student is found in good standing, a notice is sent informing the student of his/her acceptance.

## Admission requirements

UNM-Valencia essentially has an open-door admission policy.

Admission is available to any student, not currently under suspension from any post-secondary institution, who meets at least one of the following criteria:

- 1) Graduate of high school accredited by a regional accrediting association;
- 2) Has valid GED; or
- 3) Is 18 years or older and not currently enrolled in high school. An admission to UNM-Valencia does not necessarily mean acceptance into specific programs.

Please contact the Admission/Registration Office for more information at 505.925.8580.

In addition, the following requirements apply to students enrolled in degree or certificate programs, unclassified/non-degree seeking students, and students who attended home school:

## Associate Degrees

Please refer to the Application for Admission section for general information on the admissions process.

Other requirements include:

- 1) \$15 nonrefundable application fee;
- 2) Official high school transcript with graduation date or GED transcript; and
- 3) Official college transcripts from each post-secondary institution you have attended; these must be sent to UNM-Valencia directly from the institution of origin.

Transcripts must be in the Registrar's Office by the Friday before the last day of regular registration.

## Certificate programs

Please refer to the Application for Admission section

### VISION, MISSION & CORE VALUES

#### VISION STATEMENT

Excellence in teaching, learning, and service to our community.

#### MISSION STATEMENT

"A quality education – a lifetime of success"

#### CORE VALUES

- Student centered
- Quality education & services
- Diversity & community
- Ethics & academic integrity
- Creativity & initiative
- Responsible stewardships

# ADMISSION & REGISTRATION

for general information on the admissions process.

Other requirements include:

- 1) \$15 nonrefundable application fee.

## Unclassified/non-degree

Please refer to the Application for Admission section for general information on the admissions process.

Please be aware that unclassified and/or non-degree students are not eligible for financial aid.

## Requirements for non-accredited home/high school students

The university provides admission for those students (minimum age 16) who have been home-schooled or attended a non-accredited high school. Home School students must submit the following materials:

- 1) Application for Admission.
- 2) A \$15 nonrefundable fee.
- 3) Passing General Education Development (GED) test or home school transcript reflecting a graduation date (Completion of the GED is preferred for students seeking the New Mexico Success Lottery Scholarship).

## Requirements for international students

All International applications are processed at the International Admissions office at UNM-Main Campus.

## Dual credit and concurrent enrollment

Dual credit is a program which provides public high school students the opportunity to receive credit for both a high school course and a college course by taking a single qualifying course.

Dual credit is a state statute, revised in 2007 by the State Legislature – Senate Bill 943, Statutory Authority, Section 9-25-8 NMSA (01/01/08). Concurrent enrollment functions similarly but does not require that the college course be aligned with a corresponding high school course. Consequently, the student is not guaranteed that the high school will accept the college credit toward high school graduation requirement.

Unlike dual credit, concurrent enrollment is an option available to private and home schooled students.

One form of dual credit, referred to as college offered, requires that the student attend regularly scheduled UNM-Valencia courses, either on campus or at an off-site (which can include at the high school after hours).

Another form of dual credit, referred to as school offered, allows students to receive college credit for

courses they're taking at the high school.

In addition, dual credit courses can be academic or career-technical in nature. These will be referred to as academic and vocational-special, respectively. Developmental or remedial courses cannot be offered for dual credit.

Admission for this program is a non-degree status and does not constitute regular admission to UNM.

To be considered for dual credit or concurrent enrollment it is necessary for the student to meet the following minimum eligibility requirements:

To qualify for academic dual credit or concurrent enrollment courses, a high school student must:

1. Be a public high school student (Note: this is a requirement for dual credit; private and home school students are on concurrent enrollment status);
- 2) Be at least 16 years old (exceptions can be made in certain situations with approval of a parent, high school principal, and college dean);
- 3) Have a minimum 2.5 GPA;
- 4) Achieve minimum qualifying score on the ACT, SAT, or COMPASS tests (this applies to English and mathematics courses and courses which require college-level English or mathematics prerequisites); and
- 5) Complete the Dual Enrollment Initial Application Packet form provided by UNM-Valencia and provide an official high school transcript.

To qualify for vocational-special dual credit courses a high school student must:

- 1) Be a public high school student (please see note in Number 1 above);
- 2) Be at least a high school freshman;
- 3) Have a minimum 2.0 GPA; and
- 4) Complete the Vocational Special form provided by UNM-Valencia and provide an official high school transcript.

## Transferring to UNM-Valencia

Students who wish to transfer to UNM-Valencia from other schools must meet the same admissions requirements as all other applicants.

Students must indicate on the application all previous college attendance. Applicants may not ignore previous college attendance even if they prefer to repeat all previous work.

Students found guilty of nondisclosure or misrepresentation in filling out admissions forms are subject to disciplinary action, including possible disenrollment.

To receive transfer credit from previous institutions, official transcripts from those institutions must be mailed directly to the Admission/Registration Office.

A transfer evaluation, reflecting those transfer credits acceptable at UNM-Main, will be generated only after the student is officially admitted to a degree program at UNM-Valencia or UNM-Main.

Transfer students will be awarded full credit for coursework completed with grades of “C” or higher at fully accredited institutions if the courses are the same or equivalent to UNM courses.

Neither UNM nor UNM-Valencia, however, accepts remedial coursework for transfer. Only credit earned in nontechnical subjects is initially accepted from technical institutes, which are accredited by a regional collegiate accrediting association.

Normally, no credit is accepted by UNM from technical institutions, business schools, or other post high school institutions, which are not members of regional collegiate accrediting associations.

However, students applying to, or currently enrolled in, the university who have earned technical credit which they believe would be applicable to the program they are pursuing may have official transcripts sent from their previous schools to the UNM-Valencia Office of Admissions. It will then be the student's responsibility to request referral of the transcript by the Admissions Office to the department of the university having supervision over his/her particular program.

The department will determine whether any of the credit is acceptable to its program and return the transcript, with recommendations to the Office of Admissions. An interview or demonstration of competence, or both, may be required before the decision regarding credit is made.

Acceptance of such credit would be binding only to the specific program recommending credit. It would be subject to reevaluation should the student later enter another program offered by the university.

## Transferability of courses

The institution to which the student transfers determines transferability of courses taken at UNM-Valencia.

General education (e.g. math, English, sciences, humanities, etc.) courses numbered 101 or above are generally accepted by other institutions when these courses are part of, or are applicable to, a degree program at that institution.

## Career/Technical Courses

Students are also cautioned that certain courses are considered to be career/technical courses and are not acceptable for baccalaureate credits except by petition to, and acceptance from, a UNM degree-granting program such as Training and Learning Technologies.

In addition, these courses are not calculated in a student's grade point average if they are accepted into a UNM degree-granting program.

Your Advisor can help identify which courses are considered career/technical.

## N.M. residency requirements

A student who enters and remains in New Mexico principally to obtain an education is presumed to continue to reside outside this state.

This presumption continues in effect until rebutted by clear and convincing evidence of bona fide residency. The burden of proof is on the student.

A student determined to be financially dependent on a parent or guardian also assumes the residency of that parent or guardian.

Nonresident students who believe they have satisfied requirements for establishing New Mexico residency must file a petition with the Office of Admissions accompanied by the appropriate documents of evidence in the manner described in the petition.

All documents submitted for this purpose are kept confidential.

To become a legal resident of New Mexico, four basic requirements must be completed by the student. Each person must meet the requirements individually.

**1) The Twelve-Month Consecutive Presence Requirement.** A student must physically reside in the state for 12 consecutive months immediately preceding the term for which the student submits his petition.

**Note:** A student cannot begin to complete the 12-month requirement until his/her 18<sup>th</sup> birthday.

**2) The Financial Independence Requirement.** Only persons who are financially independent may establish residency apart from parents or guardians regardless of age. A student who is financially dependent upon his/her parents or legal guardian who are nonresidents of New Mexico cannot be approved for residency.

Dependency will be determined according to the 1954 Internal Revenue Service Code, Section 152 and is always based on the previous tax year for residency purposes. At the time the student applies for residency (if under 23 years of age), a copy of his/her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year must be submitted with the application.

If the student is shown to be a dependent on this tax form, he/she is not eligible for residency apart from his/her parents or guardian.

**3) The Written Declaration of “Intent” Requirement.** The student must sign a written declaration of intent to relinquish residency in another state and to establish it in New Mexico.

**4) The Overt Acts Requirement.** New Mexico requires the completion of several “overt” acts which support the student's declaration of “intent” to become a permanent resident. The required overt acts are evidence of any two of the following:

- A) Securing a New Mexico driver's license;
- B) Securing a New Mexico automobile registration;
- C) Registering to vote in New Mexico;

# ADMISSION & REGISTRATION

D) Filing a New Mexico state tax return for the previous year; and

E) Securing employment in the state.

Other relevant factors may be considered along with those itemized above.

Any act considered inconsistent with being a New Mexico resident will cause the request for resident classification to be denied.

As such, other relevant factors may be considered in addition to the items listed above.

For example, additional documentation which may be requested of the student may include: **1)** evidence of a long established bank account of at least six months in New Mexico, or **2)** evidence of residential property ownership in New Mexico or evidence of a rental agreement within the State.

The New Mexico Higher Education Department recognizes that there may be circumstances in which a student would not be able to fulfill the requirements of an overt act as listed in this section, such as:

**1)** individual is physically disabled and does not have a driver's license, or

**2)** individual is a convicted felon and therefore cannot vote, etc.

In instances such as these, the institution will afford the student an opportunity to provide other documented evidence or reasonable explanation that demonstrates that permanent residency in New Mexico has been established.

## Exceptions to residency regulations

The following exceptions apply to the requirements to establish residency:

**1) Marriage:** An individual married to a legal resident of New Mexico and providing appropriate evidence shall not be required to complete the 12-month duration requirement, but must satisfy all other requirements.

**2) Work full time:** The spouse and dependent children of a person who has moved to New Mexico and has obtained permanent full-time employment (sufficient documentation is required) shall not be required to complete the 12-month durational requirement. However, all other requirements must be satisfied.

**3) Armed Forces:** Active duty military stationed in New Mexico, their spouses, and dependents are eligible for waivers of nonresident tuition.

A form available from the Admissions and Records Office must be submitted to obtain this waiver.

**4) Retirement:** Any person who moves to New Mexico for retirement purposes and/or who provides appropriate evidence of retirement and is at least 65 years old, shall have an exemption for his or her spouse and de-

pendents in that they shall not be required to complete the 12-month durational requirement. He/she must, however, satisfy the other requirements of residency.

**5) Members of an American Indian nation,** tribe or pueblo located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at UNM-Valencia.

Federal service employees and military personnel who were legal residents of New Mexico prior to entering federal service or the armed forces may retain their New Mexico residency while assigned out of the state so long as they take no action inconsistent with legal residence in New Mexico.

Examples of such inconsistent actions are voting in another state, remaining outside New Mexico for an unreasonable time after separation from government service, or establishing another residence.

A brochure explaining all requirements for establishing New Mexico residency and residency petitions is available from the Registrar's Office, Student Services Center.

## Academic Advisement

Academic Advisement is an integral part of each student's educational experience at UNM-Valencia.

Academic Advisors provide detailed information about educational programs, academic procedures, and financial aid opportunities to new, returning and continuing students. Students are urged to discuss their ongoing educational and professional goals with academic advisors in Advisement Services located in the Student Services building.

Academic and program advisement are available by walk-in or appointment by calling 505.925.8560. Students with 26 or less completed credit hours (excluding developmental courses) must see an academic advisor before registering, adding or dropping classes.

However, all students are urged to review course selections with an academic advisor prior to registration.

Students who have decided upon a UNM-Valencia or UNM degree major are encouraged to meet with UNM-Valencia academic advisors to develop a program of study plan and to make sure that steady progress is being made towards completion of the degree.

Students who have not yet decided on a specific degree program should meet with an academic advisor to review education goals prior to registration.

Academic advisors can refer student to career services for assessments and career information. However, program and course selections are ultimately the student's responsibility.

Academic advisors can help in many different areas, not only scheduling classes. If you have questions about grades or grading options, grade point average, petitioning to graduate, transferring to UNM-Main or



other schools, or any other related issues or university policies, an academic advisor can help get the information you need.

## Student Support Services programs: onTRAC & TRiO

The Student Support Services program provides eligible students with a variety of free services including academic advising, career counseling, tutoring, and personal support services to enable them to persist and succeed in completing a Certificate, Associate Degree, or transfer coursework to a four year institution.

To participate in the program, students must first submit an application and meet with a Student Support Services Program advisor to determine eligibility.

For admission to the program students must meet certain criteria set forth by the U.S. Department of Education. For more information, call 505.925.8574.

## Upward Bound TRiO Program

The Upward Bound Program is a precollege academic achievement program designed to help high school students develop the motivation and skills that are required to graduate high school and successfully complete a college degree.

During the academic year and summer program students will be provided with personal, vocational, and academic counseling. The program is designed to build academic skills and to provide a variety of career, cultural, and social experiences.

Upward Bound is available to students attending Belen, Los Lunas and Valencia high schools.

For admission to the program, students must meet certain criteria set forth by the U.S. Department of Education. Students may request a pre-application form and tutoring information from their high school counselor. For more information, please call 505.925.8861.

## Career Services Center

The Career Services Center is available to students who have not yet formulated a major or have not yet determined a career path. The center helps students determine possible career and academic areas of concentration through career counseling which may include taking various interest assessments.

The Career Services Center provides career information and guidance through various written and computer-based interest assessments and a library containing information on various careers as well as computer-based data on careers.

The computer software also contains detailed information on over 750 occupations, post-secondary institutions, majors and programs related to occupa-

tions, sources for scholarships and financial aid. Many professional career-related resources, including books, videos and software, are available for student use.

Additionally, the Career Services Center provides assistance in résumé writing, job search strategies, and enhancing job interviewing skills through individual sessions and workshops.

Career counseling is a free service for UNM-Valencia students.

## Career placement

The ultimate goal of the Career Services Center is to assist students in finding suitable employment.

In order to accomplish this, the Career Services Center staff provides students with the necessary training to acquire employment.

Although graduates of UNM-Valencia are responsible for finding their own employment, the Career Services Center staff will provide job-seeking assistance.

Individual and group presentations and workshops are available on such topics as conducting job searches, interviewing skills, résumé writing and decision making skills.

## Cooperative Education & internship programs

Cooperative Education is a program that provides work experience in a position related to a student's major field of study. Gaining hands-on training, students may earn three (3) credit hours, depending on their individual program.

Normally, cooperative eligible students have completed their freshmen curriculum (or are nearing the end of their career/technical program in which they have acquired the necessary entry-level skills in their respective field).

The number of clock hours a student must work in order to receive credit depends on the individual program. Interested students should contact Career Services at 505.925.8560 for information on current Cooperative Education job listings.

## UNM-Main college advisement centers

Students wanting to transfer to a four-year institution are encouraged to plan their academic studies wisely by seeing a UNM-Valencia advisor as soon as they decide they want to transfer.

If a student plans to transfer to the UNM-Main, the College Advisement Centers listed should also be contacted for academic planning while attending UNM-Valencia (see next page):

# ADMISSION & REGISTRATION

DEPARTMENT	NUMBERS
Anderson Schools of Management	505.277.3888
Architecture/Planning	505.277.4847
Arts and Sciences	505.277.4621
Dental Programs	505.272.4513
Education	505.277.3190
Engineering	505.277.4354
Fine Arts	505.277.4817
Law	505.277.2146
Medicine (pre-med)	505.272.2321
Non-degree	505.277.2631
Nursing	505.272.4223
Pharmacy	505.272.2960
University College	505.277.2631

## ASSESSMENT CENTER

### General Education Development Exam

The GED exam is offered daily (except in August and January) through the Assessment Center located in the Student Services building. Testing times and availability are subject to change. Cost of the four-part exam is \$120 and is payable at [www.ged.com](http://www.ged.com).

For registration and scheduling of exams please visit [www.ged.com](http://www.ged.com). Contact the Assessment Center for questions and for approval of underage forms at 505.925.8560.

All candidates are encouraged to prepare for the GED exam at the Adult Basic Education Center before registering for the official GED® Test.

For more information, please call 505.925.8900.

### Course placement testing

Placement tests in reading, math, and English are offered prior to and during each registration period. Placement tests are administered by the Assessment Center located in the Student Services building.

The Computer Adaptive Placement Assessment and Support System (COMPASS) is used to determine a student's placement level. Testing is available by appointment as well as walk-ins. For test dates and times, please call 505.925.8560.

New students registering for more than four semester hours of credit or enrolling in a math or English course must take a reading, math, and an English placement test.

Exemptions are made for students who have:

1) appropriate ACT or SAT scores, or

2) prerequisite course work at other post-secondary institutions.

Adherence to placement results is mandatory for all students planning to enroll in, or already enrolled in UNM-Valencia course work.

Returning or transfer students registering for more than four semester hours of credit who do not have the appropriate prerequisite course work or ACT/SAT scores must take the appropriate placement test prior to enrolling.

Exemptions to placement requirements are considered on an individual basis by the Director of Student Affairs.

### CLEP: College Level Examination Program

UNM-Valencia participates in the College Level Examination Program (CLEP) administered by the College Board.

UNM grants credit to newly admitted and regularly enrolled (in undergraduate degree status) students who achieve passing scores on the CLEP exams listed below, as approved by the appropriate departments.

For all of these CLEP Examinations, the total semester hours to be accepted towards a student's degree is at the discretion of the pertinent degree-granting college. Therefore, students should contact their college advisors for specific information. No credit is granted for Subject Exams not listed.

Students should be aware the CLEP Examinations are intended for people with clear strengths in an area.

**Important:** There is a six-month waiting period before repeating a test.

As of July 2001, the College Board introduced Computer Based Testing for the CLEP and has adjusted the scoring.

The scores that follow will list the minimums for both the paper (taken prior to July 2001) and CBT testing formats.

### CLEP general examinations

The university grants credit for qualifying scores on the CLEP general exams provided the student takes the exam before earning 26 semester hours of acceptable college credit.

General credit hours are allowed as follows:

In some cases, UNM requires original transcripts of test results sent from CLEP, Box 1821, Princeton, N.J. 08543.

Non-specific credit for these examinations appearing on transcripts from other colleges will not suffice.

For more information about CLEP testing and transcripts, please visit the Assessment Center in the Student Services building or call 505.925.8560.

# CLEP EXAM CHARTS

<b>GENERAL EXAMS</b>	<b>PAPER SCORE</b>	<b>CBT SCORE</b>	<b>COURSE</b>	<b>SEMESTER HOURS</b>	<b>TAKEN</b>
English Composition	500	---	General Credit	6	Prior to 1978
English Composition	610	---	General Credit	6	1978 to 1985
English Composition	500	50	General Credit	6	1986 to present
English Composition	500	50	ENG 101	3	
English Composition w/essay			General Credit	3	
Social Sciences & History	500	50	General Credit	6	
Natural Science	500	50	General Credit	6	
Humanities	500	50	General Credit	6	
College Mathematics	570	57	General Credit	6	

<b>SUBJECT EXAMS</b>	<b>PAPER SCORE</b>	<b>CBT SCORE</b>	<b>EQUIVALENT UNM COURSE</b>	<b>SEMESTER HOURS</b>
American History I	---	55	HIST 161L	3
American History II	---	55	HIST 162L	3
Biology	450	50	BIOL 110	3
Chemistry	520	63	CHEM 121L, 122L	8
Intro Macroeconomics	490	54	ECON 105	3
Intro Microeconomics	470	54	ECON 106	3
Western Civilization I	500	55	HIST 101	3
Western Civilization II	500	55	HIST 102	3
American Government	550	65	POLS 200	3
Human Growth & Development	520	63	PSY 220	3
Principles of Management	500	54	MGT 113	3
Principles of Accounting	500	54	MGT 202	3
Principles of Marketing	500	50	MGT 222	3
College Algebra	560	59	MATH 121	3
Trigonometry	610	65	Math 123	2
Calculus	510	70	MATH 162	4
French Language	400	48	FREN 101	3
French Language	450	52	FREN 101, 102	6
German Language	390	63	GRMN 101, 102	6
Spanish Language	390	45	SPAN 101	3
Spanish Language	440	50	SPAN 101, 102	6
Spanish Language	540	57	SPAN 101, 102, 201, 202	12
Introduction to Sociology	520	59	SOC 101	3
Introduction to Psychology	550	56	PSY 105	3

## Computer Labs

Computer labs are available to all students for their use. In addition to the UNM Ethics Code and Policy for Computer Use, UNM-Valencia maintains policies of its own regarding the appropriate use of computer facilities.

Authorization to use these labs requires that the student sign a Statement of Responsibility.

The student must follow the lab usage rules set forth in the Statement of Responsibility.

Access to some software, Internet and UNM-Main computing facilities may be restricted to only certain labs and certain students (e.g., class enrollments).

Computer lab hours are posted outside the labs. Lab assistants are available to assist with any problems.

## Student ID cards and identification numbers

Student ID cards are issued free of charge at the Library.

The student is responsible for notifying Student Services of any incorrect information or loss of card. There is a \$5 fee for card replacement.

The ID card is beneficial to the student for such activities as checking out books from the Library and using computer labs.

## Grade reports

Grade reports are not mailed to students directly. Official and unofficial transcripts are available upon request from the Registrar's Office.

Students can access their grades electronically by viewing their records on LoboWeb.

## Parking permits

UNM-Valencia parking stickers must be displayed on all student vehicles.

These stickers are available free of charge from the Police Department Office located in the Student Center upon completion of a vehicle registration form.

There is a \$5 fee for replacement stickers.

## Campus Police

Police officers and work-study security aides patrol the Valencia Campus during class hours. They also provide escort service, upon request, to parking areas during evening hours.

They can assist in opening locked vehicles at the owner's request.

The Police Office is located in Student Center.

Campus Police personnel can be reached at 505.925.8570.

## Cafeteria

The cafeteria, located in the Student Center, serves a variety of hot and cold selections as well as beverages and other specialties.

Vending machines with beverages and snacks are also located in the Student Center.

Check the cafeteria/snack bar for posted hours.

## Student Senate

The Student Senate strives to promote student activities while working to improve student relations with the faculty and administration. The Senate is interested in altruistic and cultural endeavors as well.

The Student Senate office is in the Student Center.

To request a copy of the UNM-Valencia Student Senate Constitution and Bylaws contact Student Government.

## Bookstore

The UNM-Valencia Bookstore is located in the Student Community Center. It stocks books for regularly offered courses and also handles special book orders.

Additionally, the Bookstore carries a variety of office and school supplies, clothing and specialty items including caps, T-shirts, pens and pencils.

## Housing

UNM-Valencia has no dormitories. Students must make their own arrangements for housing.

## Lost and found

The lost and found area is located in the Police Department in the Student Center.

## Phone calls and visitors

Please inform family and friends that UNM-Valencia policy states that students are not called from class to receive telephone calls or visitors.

Visitors on the campus are considered welcome guests of the university.

However, visitors are expected to conduct themselves in a manner that does not disrupt the educational mission of the campus, hinder the campus community, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the university.

Inappropriate behavior may result in a visitor's removal from the campus grounds.

Students are ultimately responsible for the behavior of visitors who accompany them to campus. Care should be taken about whom a student invites into the campus community.

## Children on campus

Parents must not bring children to university classes or leave children unattended while at campus activities or conducting business on campus.

UNM-Valencia will not be held responsible for injury, illness, or expense thereof for children brought to college property by parents who are attending classes and/or campus activities.

## Presence of animals

Individuals are prohibited from having animals on campus or in campus buildings (except for those needed to assist individuals with disabilities).

Anyone violating this policy is subject to disciplinary and/or legal action.

## Restricted activities

Individuals are prohibited from using roller skates, roller blades, wheeled vehicles (except those needed to assist individuals with physical impairments) and/or motorized vehicles in pedestrian areas of the campus.

All motorized and wheeled vehicles should be parked in designated areas of the parking lots.

Anyone violating this policy is subject to disciplinary and/or legal action.

## Insurance

UNM-Valencia is not responsible for property loss, damage, or personal injuries. Students are urged to obtain their own property and medical insurance coverage.

UNM offers a Student Insurance Plan to all students who are enrolled for at least six credits.

The insurance is a comprehensive, low-cost plan available to eligible students and their dependents.

Applications are available at the UNM-Main Student Health Center [shac.unm.edu/shi.html](http://shac.unm.edu/shi.html).

## Campus conduct

Enrollment at UNM-Valencia signifies that a student recognizes the authority of the branch college in governing student actions in relation to the college.

The student agrees to abide by policies and regulations of the college as well as federal, state, and local government laws.

Student grievance procedures are detailed in the Appendices of this catalog.

The UNM-Valencia Student Code of Conduct is identical to that of UNM-Main, which is stated in the UNM-Valencia catalog.

Some of the more relevant and frequently inquired upon policies and procedures are as follows.

## Dishonesty in academic matters

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The university reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the university.

## Computer crime

UNM-Valencia adheres to the UNM Ethics Code and Policy for Computer Use. The use of computer facilities is considered a privilege. Legal computer use is protected by punishing those who engage in illegal computer activity.

Under the state Computer Crimes Act, a person who intentionally and without authorization accesses, alters, damages, copies, or destroys any computer system or data stored within is subject to criminal prosecution on charges ranging from misdemeanor to third degree felony. Such conduct also can lead to suspension or dismissal.

## Dangerous substances

Carrying, possessing, or storing dangerous substances or materials on campus is prohibited.

UNM-Valencia is a drug- and alcohol-free campus.

## Weapons and firearms

Carrying, possessing, or storing weapons and/or firearms on campus is prohibited.

Exceptions to this policy are law enforcement officers authorized by federal and state law to carry firearms.

## Law violations

Law violations by anyone on campus are handled by appropriate law enforcement agencies.

## Food and beverages

Drinking and eating are prohibited in all classrooms, studios and labs.

## Smoking

Smoking is prohibited everywhere at UNM-Valencia except in designated areas.

## General information

UNM-Valencia makes available a variety of Federal, State and Institutional financial aid to students in need of assistance in meeting the costs of their college education.

Applications and information regarding grants, loans, college work-study programs, and scholarships are accessible through the Financial Aid Office.

## Financial Aid deadlines and resources

Students seeking Federal and/or State financial assistance should submit the Free Application for Federal Student Aid (FAFSA) application by the March 1 priority deadline date for fall attendance.

March 1 is the priority deadline date for many financial aid resources.

Students must reapply for assistance prior to each academic year.

Students are required to complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Federal and state grants

### FEDERAL PELL GRANT

This is a federal grant designed to provide financial assistance to those who demonstrate financial need as determined by the FAFSA.

The amount is determined on the basis of the student's family's financial resources. A Pell Grant does not have to be repaid.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This program is for those students who demonstrate exceptional financial need as determined by the Free Application for Federal Student Aid (FAFSA).

An SEOG is a grant that does not have to be repaid. Students must meet the March 1 priority deadline date to be considered for SEOG.

A SEOG does not have to be repaid.

### NEW MEXICO SUPPLEMENTAL STUDENT INCENTIVE GRANT (NMSSIG)

The NMSSIG is awarded from state funds for those students with exceptional financial need as determined by the FAFSA.

In addition to financial need the student must be a New Mexico resident, enrolled as a halftime student and meet the March 1 priority deadline date.

A NMSSIG does not have to be repaid.

## Federal Loans

### FEDERAL PERKINS LOAN

The Perkins Loan program is for students who are enrolled at least half time (six semester hours) and have exceptional financial need as determined by the FAFSA.

Repayment begins nine months after the student graduates or drops below a half time enrollment status. See the Financial Aid Office for information on interest rates and repayment. Students must meet the March 1 priority deadline.

### FEDERAL STAFFORD LOAN

The Federal Stafford loan program allows students to borrow money to assist in meeting their educational costs. Both need based and non-need based loan monies are available.

Funds are provided by lenders at a low interest rate. Student must attend at least halftime (six credit hours).

There is not a credit check for the Federal Stafford loan. See the Financial Aid Office for information on interest rates and repayment.

## College student work-study

The college work-study program is both a state and federal-funded program designed to provide income and work experience to those students who wish to work part time and who are deemed eligible.

Jobs on campus range from the very general to those requiring highly technical skills.

Students must complete the FAFSA to be considered.

## Scholarships

UNM-Valencia offers scholarships to students based on academic achievement and/or financial need.

Awards are made on both an academic year basis and a semester basis.

Students who are enrolled full-time, three-quarter-time, or halftime are eligible for these scholarships. Specialty scholarships may be awarded if funding is available. Students who are recent high school or GED graduates are invited to apply for the Bridge and Lottery Success Scholarships.

UNM-Valencia requires students who are interested in the Bridge to Success Scholarship to complete the FAFSA in order to determine eligibility.

The Lottery Success Scholarship does not require the FAFSA. Further information on the Lottery Success Scholarship can be found at [www.hed.state.nm.us](http://www.hed.state.nm.us).

The Valencia Campus Scholarship Committee determines scholarship deadlines.

The Financial Aid Office has information concerning UNM-Valencia scholarships and applications.



## Satisfactory academic progress guidelines

Students receiving financial aid from Federal, State or Institutional resources must be making satisfactory academic progress (SAP) in order to continue to receive aid. Academic progress is measured by three components:

- 1) completion of a degree within the maximum time frame;
- 2) cumulative grade point average; and
- 3) earning credit for 67 percent of courses attempted.

## Financial Aid disbursement and refund policies

Financial aid disbursements are done by direct deposit or they are mailed through the UNM Bursar's office. Any questions concerning financial aid checks should be directed to the Financial Aid Office.

Any student who receives Federal financial aid and subsequently withdraws from school may be required to repay that financial aid. This can affect future financial aid eligibility.

Detailed instructions concerning financial aid disbursement and refund policy can be found in the current schedule of classes or at the Financial Aid Office.

## Veterans

Educational programs at UNM-Valencia have been approved for persons eligible for VA benefits.

Further information concerning the GI Bill Educational Training and Veterans Affairs may be obtained from the Registrar's Office.

Applications for the various VA programs can be obtained from the VA certifying official.

If a veteran has any doubt of his eligibility for any of the programs, additional information can be obtained by calling the VA Regional Office at 1.888.442.4551.

## Vocational rehabilitation

UNM-Valencia also helps individuals receiving funds from the state Division of Vocational Rehabilitation (DVR). Using state and federal monies, the DVR funds education for people who have been determined eligible and who require re-education or retraining to find employment.

Applicants must demonstrate the presence of a disability and that disability must be linked to their employability.

Any New Mexico resident of employable age who is considered disabled but employable is eligible for the program. Students who feel they may be eligible for this program should contact their local DVR office.

### Student Services

925.8560

### Financial Aid

925.8590

### Cashiers

925.8520



## REGISTRATION

### Schedule of classes

Schedules listing Fall and Spring semesters and Summer session course offerings, dates, times, places and instructors are made available at UNM-Valencia and the surrounding community several weeks prior to the start of each semester session.

Schedules are available online at [vclasses.unm.edu](http://vclasses.unm.edu).

### Dates of registration

Dates of registration are printed on each semester's schedule of classes and can be found online at [my.unm.edu](http://my.unm.edu) – Student Life tab, Academic Resources: Calendar.

### Key deadline dates

To view relevant deadlines during term, refer to [registrar.unm.edu](http://registrar.unm.edu) and click on Deadline Dates and/or Academic Calendar.

### New student orientation program

Mandatory new student orientation sessions, where students learn about the existing support programs offered by the college, are offered several times prior to the Summer, Fall and Spring semesters for new students. Contact Academic Advisement for dates, times and to schedule an orientation.

### LoboWeb

Students are eligible to use the LoboWeb registration system if they have been admitted to the college, paid a \$15 application fee and talked with an academic advisor.

LoboWeb can be accessed by logging in to [my.unm.edu](http://my.unm.edu) with your UNM NetID and password, and then click on the Student Life tab. Once there, click on the LoboWeb logo to enter.

### Class cancellations

UNM-Valencia reserves the right to cancel any course subject to budgetary requirements, enrollment figures, and/or availability of instructors.

Because the major determining factor for cancellations is enrollment, it is very important that students register promptly during the scheduled period.

### Registration for closed class and disenrollment policy

No student will be allowed to enroll in a class which is closed. In some instances a decision may be made

to increase the class cap or to create more sections in order to accommodate more students.

In addition, students are asked not to petition any administrator, faculty or Student Services staff for admission to a closed class.

Instead, a student who wishes to enroll in a closed class may place his/her name on a waiting list available in LoboWeb.

As room becomes available in the closed class, students will be contacted in the order that the petition was submitted for immediate enrollment in the class.

Student will be notified via email as to availability in closed classes and will be able to register themselves via LoboWeb.

Students who have outstanding balances at the end of the day on the Friday before classes begin will be disenrolled from all courses in which they are enrolled on the following business day.

Likewise, students who fail to attend any session of a closed class by the end of the first week of classes (regardless of payment status) without notifying and receiving approval from the instructor, will be dropped from the course on the following business day.

## ENROLLMENT

### Class hours and credit hours

Most academic courses meet 150 minutes a week for 16 weeks and earn three credit hours per semester.

### Course load guidelines

A student's "course load" refers to the total number of credit hours for which a student is enrolled in a given semester.

A full-time course load is defined in different ways. For tuition purposes, full-time status is defined as 12 or more credit hours during the fall or spring semesters.

However, most UNM degree programs expect a student to average 16 credit hours per semester in order to complete an associate degree in two years and a Bachelor's degree in four years.

Students are considered full-time students if they are enrolled from six to nine (6-9) credit hours during the summer session, and are considered part time if enrolled from one to five (1-5) credit hours.

Students may not enroll for more than 18 credit hours during a regular semester and 9 credit hours during the summer without approval from the Director, Student Affairs.

A student enrolled for more than 18 credit hours in the fall and/or spring is charged tuition per credit hour for the excess hours.

This additional tuition is nonrefundable.



## ACADEMIC YEAR (FALL, SPRING SEMESTERS)

- 1) Full time: 12 or more credit hours
- 2) Three-quarter time: 9-11 credit hours
- 3) Half time: 6-8 credit hours
- 4) Part time: 5 or fewer credit hours

## SUMMER SESSION

- 1) Full time: 6 or more credit hours
- 2) Half time: 3-5 credit hours
- 3) Part time: 2 or fewer credit hours

## Changes in Credit Enrollment

Academic program changes must be initiated by the student by obtaining appropriate forms from the Student Services Center, completing these forms, and returning them to the Registrar's Office by the deadline dates indicated below.

**1) Adding Credits:** Courses may be added to the student's program until the end of the second week of the fall or spring semester, or the first week of the summer session.

**2) Dropping Credits:** A student may drop courses until the end of the third week of the fall and spring semesters. Grades will not be assigned and the dropped courses will not appear on the student's academic record.

A student may withdraw from a course after the sixth week and before the end of the twelfth week of classes without approval from the Director, Student Affairs

Students who drop or withdraw after the deadline will receive a "W" in their class(es). The "W" means the student withdrew from the class after the first week of instruction. This grade will not have an impact on the student's grade point average. To drop a class after the twelfth week, approval must be obtained from the Director of Student Affairs. Students are not permitted to withdraw from the university or drop a class during the week of final exams.

Students are responsible for the completion of every course for which they have registered. If they drop a course at any time without complying with the official change of enrollment procedures, they receive a grade of "F" in the course. (See the section on "Withdrawal" for procedures for dropping all courses.)

For summer session and short courses deadlines for processing drops, adds, withdrawals, and grade options vary according to the length of the course. Consult the schedule of classes for specific dates.

## Credit/non-credit option (CR/NC)

The credit/non-credit grading option is open only to undergraduate and non-degree students enrolling in non-major courses. Students who do not satisfacto-

rily complete a course under CR/NC grading receive a "NC." CR-Credit is equivalent to at least a grade of "C." A course may be changed from a traditional grade to CR/NC grade option up to the end of the fourth week of classes.

A change from CR/NC to a traditional grading system may also be made prior to the end of the fourth week of classes. A maximum of 12 credit hours graded CR/NC is allowed toward an associate degree. Hours earned under which grading is specifically approved for CR/NC are not included in the 12 hour maximum allowed toward a student's degree under the CR/NC grade option.

The following may not be taken under the CR/NC option:

1) courses that are part of the student's major (as defined by the major department) with the exception of those courses especially approved for use of CR/NC grading;

2) in some departments and colleges, courses that are part of the student's minor (see specific college and departmental requirements);

3) courses the student is repeating after first having taken the course under the regular grading systems. Students may not be penalized by a department if, when selecting or changing a major field, they have taken a course in their major on a CR/NC option basis.

Certain undesirable consequences may result from exercising the CR/NC option. For example, some college and university scholarship committees and honorary societies do not accept this grading system and convert grades of "Credit" to C and "No Credit" to F when computing grade point averages. It is recommended that an advisor be consulted when using this grading option.

## Auditing a course

A student may register for a course as an auditor. The fee for audited courses is the same as for credit courses, although the student does not receive academic credit or grades.

No changes in audit status may be made after the fourth week of classes. An auditor who fails to attend class on a regular basis may be dropped at the instructor's request.

## Technical courses

Students are also cautioned that certain courses are considered to be career/technical courses and are not acceptable for baccalaureate credits except by petition to, and acceptance from, a UNM degree-granting program such as Training and Learning Technologies.

In addition, these courses are not calculated in a student's grade point average if they are accepted into a

# PROGRAM INFORMATION

UNM degree-granting program. Your advisor can help identify which courses are considered career/technical.

## Change in Grading Option

No change in grading option may be made after the end of the fourth week of the fall or spring semester, or the second week of the summer session for most courses.

After registration has been completed, any change in grading option requires the completion of a Program Change Request form available in the Registrar's Office.

It is solely the responsibility of students to make certain that they are registered under the proper grading option for each of their courses.

## Attendance

Students are expected to attend all meetings of their classes unless excused by the instructor. A student with excessive absences may be dropped from a course with a grade of "W" by an instructor.

Absences due to illness, field trips, athletic trips, and so forth do not relieve the student of the responsibility for missing assignments. It is the obligation of the student to take the initiative in arranging with the instructor to make up missed work.

Students who are absent from final examinations or other closing exercises of their classes without an approved excuse are given the grade of "F."

**Note:** Faculty are *not* responsible for dropping students who do not attend.

## Withdrawal

When students want to withdraw from all of their courses in a semester they must obtain a withdrawal form from the Registrar's Office.

When a student withdraws officially from UNM-Valencia during the first three weeks of the fall or spring semester, or the first two weeks of the summer session, no grades are assigned. Course withdrawals after three weeks are subject to a grade of "W."

The grade of "W" is not computed in the student's grade point average, however is considered as attempted hours. Course withdrawals may be processed through the end of the fifteenth week.

However, course withdrawals submitted after the twelfth week must be approved by the Director, Student Affairs.

When students leave the university any time during a semester and do not carry out their withdrawal according to these regulations, they become liable for a grade of "F" in each of their classes, even though they may have been passing their courses up to the time of leaving.

## Enrollment certification

UNM-Valencia is frequently requested to certify a student's enrollment status as to full time, half time, etc. Guidelines are used primarily to verify enrollment for the purpose of financial aid eligibility and loan deferments. Students withdrawing after the third week of classes are subject to grade of W.

Courses taken in Audit status, Extension, or Correspondence status also are not included in total course load, for purposes of enrollment verification.

The National Clearinghouse is now UNM-Valencia's authorized agent for providing enrollment and degree verifications.

If an employer or background screening firm requests this information, please have them contact the National Student Clearinghouse at 703.742.4200 or visit their website [www.studentclearinghouse.org](http://www.studentclearinghouse.org).

Students requesting Enrollment Certification are referred to The National Clearinghouse. If a student wishes to have their entire academic history certified they must request a transcript. Transcripts are printed at the student's request using a valid photo ID.

UNM-Valencia does not certify expected graduation date. Contact the Registrar's office to request enrollment certification.

## Grading procedures

The grades awarded in UNM-Valencia courses measure the quality of work achieved in each course.

The meaning as well as the fractionated grade points per credit hour, are as follows:

Letter Grade	Interpretation	Grade Point
A+	Excellent	4.33
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Satisfactory	2.33
C	Satisfactory	2.00
C-	Satisfactory	1.67
D+	Barely passed	1.33
D	Barely passed	1.00
D-	Barely passed	0.67
F	Failed	0.00

**Note:** Only a grade of "C" or better is accepted toward fulfillment of all program requirements for graduation.

## Grading descriptions

**Credit (CR):** Gives the student credit for the course but is not computed in the student's grade point average. A grade of CR is roughly equivalent to at least a

grade of "C" (see section on CR/NC above).

**No Credit (NC):** Does not give the student credit for the course and is not computed in the student's grade point average. A grade of NC is roughly equivalent to a grade "C-" or less. (see section on CR/NC above). Note: although NC is not computed into the student grade point average, it is considered a failing grade.

**Incomplete (I):** The grade of "I" is given only when circumstances beyond the student's control have prevented completion of a course within the official dates of a session or semester.

**Audit (Audit):** Recorded for completion of enrollment in an audited course. No credit is earned for an Audit grade option.

**Withdrawal, No Credit (W/NC):** Indicates that the student officially withdrew with unsatisfactory performance from a course in which he had enrolled under the CR/NC option.

This unsatisfactory grade is not, however, computed in the student's grade point average.

**Withdrawal (W):** A "W" grade is used for approved administrative withdrawals.

## Grade Point Average

A student's academic standing is measured in terms of a Grade Point Average (GPA).

The GPA is calculated by dividing the total number of grade points earned at The University of New Mexico by the total number of hours attempted at UNM. Grades of "W," "CR," "PR," or "I" are not included in this computation.

GPA is calculated for each semester and for all semesters completed. The latter is known as the student's cumulative or overall GPA.

## Change of grade

Any change of grade (except for the removal of an Incomplete) after the grade is on record in the Registrar's Office can be made only after the reasons for such a change have been submitted in writing by the instructor concerned and is approved by the UNM-Main Campus Admissions and Registration Committee.

Such a change in grade must be requested within 12 months after the end of the grading period. No grade (except an Incomplete) can be raised by completion of extra work or by special examination.

## Removal of Incomplete grade

The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the coursework within the official dates of a session.

Students should not reenroll or reregister (for credit)

in a course for which an incomplete has been received in order to remove the incomplete.

Incomplete grades must be resolved no later than one year (12 months) from the published end day of the semester in which the grade was assigned. An Incomplete may be removed even though a student is not enrolled in residence.

Students are responsible for making arrangements with the instructor for removal of an Incomplete. An Incomplete is changed to a grade by completing the work prescribed by the instructor.

Incomplete grades not removed in accordance with these policies are automatically converted to "F" (failure). In order to be eligible for graduation, an Incomplete grade must be removed.

### Follow these steps to remove an Incomplete:

- 1) The instructor submits the completed grade electronically.
- 2) The grade automatically updates the student's record.

## Grade replacement policy

A student may repeat any course, but receives credit only once. (This does not apply to courses noted "may be repeated more than once".) Through fall 1990, all attempts and all grades are computed in the student's grade point average.

A new repeat policy was approved and was effective with the spring 1991 semester. The new policy states that any course acceptable toward an undergraduate degree can be repeated one time for improvement of a grade.

Attempted courses remain on the student record; however, the lower grade is removed from the calculation of the GPA and the new grade is included. The student receives credit only once.

Only 12 hours of course work may be repeated for grade improvement. This process is not automatic. A student must contact the Registrar's Office regarding the correct procedure.

No repeated course is allowed for grade improvement after a degree has been awarded. Courses taken prior to Spring 1991 are not considered the first attempt. The first attempt must be spring 1991, or after.

A student who fails a course at UNM and repeats the same course with a grade of "C" or better at another college or university may have the credit accepted for transfer but the "F" earned at UNM continues to be computed in the grade point average.

## Examinations

Examinations, other than final examinations, may be given during each course at the discretion of the instructor. A final examination for each course is

administered during the last week of the semester. Final examination schedules are available from the Dean of Instruction's office and in the current schedule of classes.

They also are posted on campus several weeks prior to the final examination period.

Only under exceptional circumstances may a student take the final examination at a time other than the officially scheduled time.

## Probation and suspension

Probationary status serves as a warning to students that they are no longer in good academic standing and that they may soon become eligible for suspension.

Students are placed on academic probation when their cumulative grade point average falls below the minimum requirements established in the UNM-Main catalog.

In the case of Unclassified, Certificate, and Associate degree students at UNM-Valencia, a 2.0 GPA is required to remain in good academic standing.

Students are subject to suspension at the end of any semester or session unless they have succeeded in removing themselves from probation or have shown adequate improvement from semester to semester.

At registration time, the Director of Student Affairs may limit a student on probation to enroll for a minimum number of hours and may at any time require a student on probation to drop hours that seem beyond his or her ability.

In addition, students on academic probation are required to meet with an academic advisor a minimum of three times during the probation period. Students on probation also are subject to the loss of financial aid that requires the maintenance of at least a 1.7 GPA.

Students suspended for the first time are not eligible to reenter the university for a period of one semester from the date of suspension.

Students under a repeated suspension are not eligible to reenter the university for a period of one academic year from the date of the suspension.

Students suspended for the third time may not enroll for classes for a period of five academic years from the date of the suspension.

Readmission at the end of the suspension period requires the approval of the UNM-Valencia Director of Student Affairs.

Students suspended for poor scholarship in the past are considered on probation when they return to the university, as are students who withdrew from the university while on probation, unless their withdrawal makes them subject to suspension.

Credits earned at other institutions while on suspension are not accepted at UNM-Valencia as transfer credit.

## Grade petition procedure

1) A student seeking retroactive withdrawal, enrollment, or disenrollment; or extension of time for removal of an incomplete grade, or a grade option change; or for further academic record changes involving exceptions to the rules governing registration and academic records that are set forth in the university catalog may submit petitions to the UNM-Valencia Registrar's Office or directly to the UNM Records Office.

2) The petition shall state the nature of the request and shall specify the semester involved, the course and section number, the student's name, I.D. number, mailing address, and telephone number. The petition should state the reason for initiating the request, and shall include documentation of extenuating circumstances, such as medical, family, or employment needs. The petition shall be typed and signed.

3) Upon receipt of the student's petition, the instructor(s) involved is contacted for a statement concerning the request.

4) The petition (along with instructor comments) is forwarded to the Grade Petition Committee for a review and decision.

5) Students are notified in writing of the outcome of the petition.

6) If the petition is denied, the student may want to appeal the decision. For more specific information on the appeal process students may contact the UNM-Valencia Registrar's Office.

## Academic renewal policy

Academic Renewal applies to undergraduate degree-seeking students who have been readmitted to UNM or UNM-Valencia after an absence of five years.

The procedure allows a currently enrolled student to request his/her academic record be reviewed for the purpose of evaluating previously earned credits and recalculation of the student's grade point average from the point of readmission.

Students may obtain petition forms and details from the UNM-Valencia Registrar's Office.

## Academic rights and responsibilities of students

UNM has established policies regarding students' educational records, academic integrity, grievances, classroom conduct, and identification. Complete texts of these policies may be found in the UNM-Valencia catalog and on the campus website. These policies are in keeping with the Family Education Rights & Privacy Act regarding confidentiality of records. The Student Grievance policy and Student Disciplinary procedures are included in the Appendices of this catalog.

## Catalog requirements

Students may graduate under the catalog requirements for the year in which they were enrolled for the first time in the academic or career/technical program in which they are seeking a degree, provided they complete the graduation requirements within a continuous six-year period. If students interrupt attendance or transfer from one academic or career/technical program to another within the university, they must graduate under the degree requirements of the catalog in effect at the time of their readmission or transfer. Students who do not register for one or more semesters are covered by the catalog in effect at the time of re-enrollment.

*Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in the courses necessary to meet them.*

## Director's List

Separate lists are established for part-time and full-time students. To qualify for either list, a student must have completed a minimum of 12 credit hours at the UNM-Valencia. In addition:

- 1) Part-time students must complete at least six (6) credit hours with regular grading option in a given semester at the UNM-Valencia;
- 2) Full-time students must complete 12 hours (9 hours with a regular grading option) in a given semester at UNM-Valencia;
- 3) A semester Grade Point Average (GPA) of 3.5 is required; and
- 4) No grade lower than a "C" (not "C-") is acceptable;
- 5) Students with a grade of "NC" and/or "I" will not be eligible for the Director's List.

## GRADUATION REQUIREMENTS

### Associates Degree

Candidates for associate degrees offered by UNM-Valencia must meet the following minimum degree requirements and are subject to the following University limitations:

- 1) A minimum of 60 acceptable semester hours must be earned. Technical-vocational work (up to the limit specified below) may be included in these 60 hours, upon approval of the appropriate degree-granting program.
- 2) A minimum of 15 semester hours must be earned in residence at UNM, exclusive of extension and correspondence credits. The remainder may be acceptable

transfer credits earned at fully accredited institutions of higher learning and/or at regionally accredited technical-vocational institutions (see also Transferring Students for transfer credit regulations).

- 3) Of the 60 hours minimum, no more than nine semester hours may be earned by extension or correspondence.
- 4) The student must have a cumulative grade point average of at least 2.00.
- 5) Introductory Studies 100 courses may not be used to satisfy any of the above requirements.

## Certificates

Candidates for certificates offered by UNM-Valencia must meet the following minimum requirements and are subject to the following university limitations:

- 1) The minimum acceptable semester hours as defined by the program must be earned. Technical-vocational work (up to the limit specified) may be included upon approval of the certificate-granting program.
- 2) The student must have a cumulative grade point average of at least 2.00.

## Second Associates Degree or second certificate

A second certificate or a second associate degree will not be granted until a student has earned a minimum of 15 semester hours above the requirements for the first certificate or degree and fulfilled all requirements for the second certificate or degree including residence requirements.

## Commencement

UNM-Valencia holds commencement exercises in May. Eligible candidates who completed their academic program during the previous Summer, Fall and Spring semesters are invited to participate in the commencement ceremony.

## Graduation with honors

Students completing an associate degree with a minimum cumulative GPA of 3.5 will graduate with Honors. The student(s) with the top cumulative GPA are honored and named Valedictorian(s) at the spring graduation ceremony.

## Transcripts

Both current and former students may request official transcripts online at registrar.unm.edu. The fee for each official transcript requested is \$5.

Unofficial transcripts can be requested online, or by presenting proper photo identification (driver's license,

Lobo Card, passport or other state or federal issued identification) at the Registrar's Office for a printed copy, at no charge.

## Access to and confidentiality of records

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1) The right to inspect and review the student's education records within 45 days after the university receives a written request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect.

The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights. Students may ask the University to amend a record by writing the University official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the university; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; honorary societies, and other chartered student organizations, only for determining eligibility requirements when the societies and/or organizations

do not unlawfully discriminate; and National Collegiate Athletic Association and the Mountain West Conference only for the purposes of conforming to eligibility rules for athletic competition. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The university discloses education records without a student's consent to officials of another school who have requested the records and in which a student seeks or intends to enroll.

4) The right to refuse to permit the designation of the following categories of personally identifiable information as directory information which is public information not subject to the above restrictions on disclosure:

- a. Name;
- b. Address (school and permanent);
- c. Telephone listing;
- d. Email address;
- e. Date of birth;
- f. Major field of study (including current classification, year, credit load and number of academic credits earned towards degree);
- g. Dates of attendance (matriculation and withdrawal dates);
- h. Degrees and awards received (type of degree and date granted);
- i. Most recent previous educational agency or institution attended; and
- j. Participation in officially recognized activities and sports, and weight and height of members of athletic teams.

**Note:** A student wanting to keep confidential the directory information listed above should file a written request with the Registrar's Office.

5) All students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920



**CONFIDENTIAL**

## Tuition

### COST AND FEES<sup>1</sup>

Description	Cost/Fees
<b><u>New Mexico Resident</u></b>	
Part time (1-11 credit hours)	\$65.05 per credit hour
Full time (12-18 credit hours)	\$780.60
19 or more hours <sup>2</sup>	\$65.05 per credit hour
<b>Note:</b> more than 18 – tuition paid for hours in excess of 18 credit hours is nonrefundable	
<b><u>Non-Resident</u></b>	
7-11 credit hours	\$174.25 per credit hour
Full-time (12-18 credit hours)	\$2,091
19 or more hours <sup>2</sup>	\$174.25 per credit hour
<b>Note:</b> more than 18 – tuition paid for hours in excess of 18 credit hours is nonrefundable	
<b>Miscellaneous fees</b>	
Application fee	\$15
Audit fee	\$65.05 per credit hour
Returned check fee	\$15 each (nonrefundable)
Payment plan fees	\$20 to \$50 payments (nonrefundable)
Transcript fee	\$5 each
Graduation fee	\$10 each
Course challenge fee	\$65.05 per credit hour

\* except for career/technical courses, developmental studies, and Tech Prep courses varies.

Lab fees Varies

\* See each semester's course schedule for appropriate lab fees.

**Note:** Senior citizens are eligible for reduced tuition under the Senior Citizen Reduced Tuition Act. Details regarding this provision can be obtained from the Registrar's Office.

<sup>(1)</sup> Tuition is subject to change at the discretion of The University of New Mexico Board of Regents. Registration at multiple campuses may incur additional costs.

<sup>(2)</sup> Non-Refundable

## Payment plan

A payment plan is available to students with an account balance of \$100 or more.

The installment plan is accessed through LoboWeb at my.unm.edu and the student's UNM Account Suite. Students have a choice of two to five payments.

The non-refundable set-up fee ranges from \$20 to \$50 depending on the number of payments chosen by the student.

This fee is due when the plan is set up, along with the down payment. The student must have access to a debit or credit card in order to make the first payment.

In the event a student does not have access to a

debit or credit card, they may go to the Cashier's Office (925.8520) to make the first payment and complete the installment plan.

Students utilizing the payment plan to pay their tuition may also set up a credit line at the Bookstore.

## Refund policy<sup>1</sup>

### 3 week (or less) courses:

First day of class	100%
After first day of classes	No Refund

### Longer than 3, up to 6 week courses:

Friday of the first week of classes	100%
After Friday of the first week of classes	No Refund

### Longer than 6, up to 9 week courses:

Friday of the second week of classes	100%
After Friday of the second week of classes	No Refund

### Longer than 9 week courses:

Friday of the third week of classes	100%
After Friday of the third week of classes	No Refund

<sup>(1)</sup> Refund policy is subject to change at the discretion of the UNM Student Accounting Office.

Students who drop classes after refund deadlines are still responsible for payment of tuition and fees, even if no payment has been made and/or no classes have been attended.

All tuition and fee adjustments are based on the date of official drop, withdrawal, or disenrollment. To receive consideration for a refund of tuition and fees, students must complete official drop procedures for their courses.

Immediate refunds are not given. If a refund is due and payment was made by check, there is a 21 day hold period from the payment received date. Credit card refunds will be credited to the charge card. Students must provide the credit card number and expiration date to the Cashier's office.

If mailed, the refund check will be sent to the student's current system mailing address. Students should confirm their address with the Cashier's office.

## Service charge on delinquent accounts

A service charge will be assessed on a student's past due account balance. An account is considered past due if the billed current amount is not paid by the next billing date.

## Collection agencies

Monthly statements of accounts are emailed to all students.

Failure to receive a statement of account does not relieve students of the responsibility for payment.

# PROGRAM INFORMATION

If payments or arrangements are not made on a timely basis, the account may be placed with a collection agency. Should it be necessary for an outside agency to effect a collection, reasonable collection costs of at least 30 percent of the delinquent amount shall be added to the amount due and shall be paid by the debtor.

If The University of New Mexico obtains judgment from a court of competent jurisdiction, the debtor shall be liable for collection agency fees as well as reasonable court costs and attorney's fees.

## Withholding services

Students who have delinquent accounts will be denied privileges and services available to students enrolled in the university and in good financial standing.

Students with delinquent accounts will be subject to sanctions that withhold:

- 1) Future registrations;
- 2) Readmissions;
- 3) Official transcripts;
- 4) Installment payment participation; and
- 5) Future parking and library privileges.

## Third party sponsored students

If a student's tuition and fees are being paid by a third party, it is the student's responsibility to ensure that the Cashier's office receives an approved billing authorization prior to the posted disenrollment date.

All prior charges from previous semesters must be paid.

## SPECIAL STUDY OPTIONS

### Independent study

UNM-Valencia provides the opportunity for students to study, on an independent basis, subjects appropriate for their program major.

In an independent study arrangement, the student must first receive approval from the appropriate division chair and the Dean of Instruction.

The student then meets with the designated course instructor to arrange for course requirements.

Independent study courses are available for special topics courses and courses in the catalog not being offered, but needed for graduation.

The number of credit hours for a particular independent study course varies from one to three (1-3).

Normal tuition applies as well as standard grading policies.

A student may register for a maximum of three (3) credit hours of independent study per semester, and the course work outlined must be completed within the regular semester dates.

## Practicum, field-based and cooperative education experiences

Practicum, field-based, and cooperative education experiences are available in many of the UNM-Valencia programs.

These experiences combine structured classroom learning with actual work experiences to help students prepare for the realities of the work place. Students enroll in classes at UNM-Valencia and work at a training site for a specified number of hours per week.

These experiences are evaluated by an assigned faculty member and training site supervisor for the work completed in the field. Practicum and field-based experiences are non-paid activities that expose students to a variety of functions in the work place.

Cooperative education experiences are paid activities, which provide students the opportunity to fill a specific job function that is related to a student's major, in private industry or government agency.

The following guidelines normally apply to the assignment of credits:

- 1) The number of credit hours earned is contingent upon the quality and quantity of measurable performance objectives that are accomplished by the students.
- 2) Ten 15 hours worked a week per semester generally qualifies the student to earn three (3) credit hours; 15 or more hours per week per semester qualifies the student to earn four (4) or more credit hours.

Students should contact their instructor or program chair for information concerning the Cooperative Education and practicum experience.

## Online and hybrid courses

Online courses are delivered exclusively through the Web; hybrid courses require that students attend classes half of the time and access much of the material online.

These courses are designed to give you the flexibility and convenience you need to help you meet your educational goals. But before you consider enrolling in an online or hybrid course, the student should be aware that a good degree of initiative, discipline, diligence, and organization is required on your part to successfully complete the course.

Unfortunately, many students are lured by the false notion that these are easy course and, sadly, end up failing the course.

Students who enroll in an online course, hybrid course, or courses designated as "web-enhanced" (the instructor uses the internet and, in particular, Blackboard Learn to manage instruction), will need to visit [learn.unm.edu](http://learn.unm.edu) on or after the first day of classes to



communicate with the instructor and get access to the course syllabus.

Online, hybrid, and web-enhanced computer hardware and skills requirements are as follows:

- 1) UNM net ID account and password;
- 2) Access to the Internet (ISP);
- 3) High-speed internet connection preferred (DSL or cable modems) but dial up modem will work (albeit very slow);
- 4) Speakers for listening to presentations; microphone for participating in chat discussions;
- 5) Web browser and Java (please visit UNM Learn home page at [learn.unm.edu](http://learn.unm.edu) for browser requirements);
- 6) Working knowledge of Windows or Macintosh operating systems;
- 7) Ability to use web browser, internet connection and electronic mail; and
- 8) Ability to save and copy files and to receive and send email attachments.

## ACADEMIC SUPPORT SERVICES

### Adult Education Center

The Adult Education Center provides adults with an opportunity to continue their education by gaining skills to pass the GED® exam prepare for post-secondary education or learn English as a Second Language.

Instructional services include classes on and off campus, individual and small group tutoring, and computer assisted instruction, including online instruction. Classes are offered in short, five-week sessions and other services are on-going. Registration and skills assessment are required. Services are offered on an open entry/open exit basis.

This means that students can register throughout the year on a drop-in basis at the Learning Center at UNM-Valencia, and they can participate in the program until their goals are met.

Childcare may be available for some classes.

#### SERVICES INCLUDE

- 1) GED® Preparation (in English and Spanish) for persons seeking a high school diploma.
- 2) Preparation for postsecondary education for adults performing below a 12<sup>th</sup> grade level.
- 3) Reading and writing instruction for persons wanting to improve basic literacy skills.
- 4) English as a Second Language for non-native speakers of English wishing to improve listening, speaking, reading, and writing ability.
- 5) Citizenship instruction for persons wanting to

become United States citizens.

The Adult Education Center works as a partner with the Valencia County Literacy Council. The literacy program manages volunteer tutors who provide 1-on-1 and small group instruction for persons who cannot read and write or who cannot speak English well.

The council also offers family literacy services.

The Adult Education Center's services are designed for adults. Sixteen and 17 year olds may be accepted into the program with a withdrawal form from the high school last attended before enrolling in the program.

In addition, a parent or guardian must be present at time of registration to complete an Underage Agreement Form in order for 16 and 17 year olds to receive services from the Adult Education Center.

Each May, the Adult Education Center and GED® Testing Services are pleased to host a GED® graduation ceremony to recognize and honor students for their success.

### Americans with Disabilities Act

The Americans with Disabilities Act, effective in 1990, was established in order to ensure that individuals with disabilities were given equal treatment and not discriminated against in employment, academic programs, and services.

UNM-Valencia faculty and staff are recognized for their willingness and ability to meet the needs of traditional students as well as minority students and special populations. Our recruitment strategies emphasize our small class sizes and faculty dedicated to helping our students achieve their educational goals.

We acknowledge that many of our students have needs and pressures that traditional students rarely face; therefore, we focus a great deal of our efforts in assisting students with reentry, basic skills, and special needs. Many students with disabilities choose this campus because the size, modern architecture, and convenient parking offer physical accessibility not found at larger and older facilities.

Similarly, the small class sizes, individualized attention, specialized learning resources, and excellent tutorial program are attractive to students with learning disabilities or alternative learning styles.

Equal Access Services offer valuable tools to assist all students in their educational needs.

### Campus Library

The Library houses more than 40,000 books and periodicals, more than 3,000 films, and several hundred maps, and reserve items for many courses. Most of the Library's resources are automated.

Access to LIBROS, the Library's catalog, various periodical databases, and the Internet is available

# ACADEMIC SUPPORT SERVICES

through the 20 computers that are in the Library. Tours and classes on using the resources are also available.

Materials not housed in the Library can be borrowed through the Interlibrary Loan Service.

The Library is located in the Learning Resource Center and is open from 8 a.m. to 8:30 p.m., Monday through Thursday, 10:30 a.m. to 5 p.m., on the first and third Fridays, and 8 a.m. to 5 p.m., on the second and fourth Fridays. For more information, call 505.925.8990.

## Community Education Services

Community Education Services is located on the second floor of the Student Community Center, along with the Small Business Development Center.

Community Education, which can be contacted at 925.8970, is comprised of the following programs providing learning opportunities for citizens of all ages:

**Dual Credit:** Academic and career-technical courses at Los Lunas, Valencia, Belen, Socorro, Mountainair, Magdalena, Infinity/Belen, School of Dreams Academy and Alamo High Schools whereby high school students can receive both high school and college credit for the same courses.

**Bachelor & Graduate Programs:** This program offers live, on-site, classes through Instructional Television from UNM-Main, as well as online and correspondence course offerings.

**CPR and First Aid Training:** Offered through our American Heart Association Training Center.

**Workforce Training:** Customized training for business, industry and government entities, offered on campus or at your place of business to prepare your employees to better serve your company's needs. A variety of vocational training programs are also available to prepare individuals to enter the workforce or to help dislocated workers find new careers.

**Allied Health:** Courses to prepare students for careers in healthcare, including Personal Care Attendant (PCA), Nursing Assistant (CNA) and Phlebotomy (PBT).

**Emergency Medical Services:** UNM EMS Academy courses are offered for certification and for an associate of science in EMS.

**Cultural Series:** This series brings a wide variety of informational lectures and entertainment from cultures around the world and in subjects of all disciplines.

**Off Campus Instruction:** College credit courses are offered at local high schools or other off-campus sites.

**Facility Master Scheduling:** Scheduling is maintained for UNM-Valencia. Non-profit organizations are welcome to use the facilities if available. For more information, call 925-8565.

## Equal Access Services

The Equal Access Services (EAS) program provides students with documented disabilities and their in-

structors support services they may need to create a successful learning experience. Special learning materials, adaptive equipment, interpreters, readers, and alternative exam settings are available to students with documented disabilities. These services are housed in the Student Services building.

UNM-Valencia is subject to the provisions of the Rehabilitation Act of 1973, Section 504, the Americans with Disabilities Act of 1990, and is committed to providing equal educational opportunity.

Qualified students with disabilities needing accommodation to fully participate in the programs and services offered by the Valencia Campus should contact the Equal Access Services Coordinator at 505.925.8910 or stop by Advisement Services.

EAS will collaborate with students to determine what services and accommodations are needed. Each semester, we provide a printed memorandum to the faculty and staff of the university detailing the accommodations. It is the student's choice and responsibility to pick up the memorandum each semester and to present the memorandum to course instructors.

EAS encourages students to meet with course instructors to discuss the accommodations and how they can be implemented.

Additional information concerning equal access can be provided by the Rehabilitation Act/Americans with Disabilities Act coordinator, the director of Equal Opportunity Programs at UNM-Main Campus.

For more information, call 505.277.5251 (voice /TDD).

## Wellness Center

The Wellness Center is located in the Student Community Center next to the Bookstore on the southeast side of the campus. The center includes a cardio room, weight room, group fitness room, fitness assessment room, classroom, showers and locker rooms.

Our mission is to improve the quality of life and health of the campus community concerning all aspects of wellness by providing education, safe effective exercise activities, and assistance in developing a healthy lifestyle.

For more information about the Wellness Center and the hours and days of operation, call 505.925.8830 or visit [fwec.unm.edu](http://fwec.unm.edu).

### GUIDELINES FOR USE

- 1) Anyone 18 years and older or who has graduated from high school may access the facility by enrolling in a Physical Education class. The cardio/weight room is accessible by enrolling in a Weight Training or Introduction to Fitness class. (An orientation is mandatory for students enrolled in the Intro to Fitness class.)
- 2) Students log in and out to record visits.
- 3) Students are required to complete an "Informed

Consent and Waiver" form.

4) If the Instructor deems it necessary, the student may be asked to follow up with a signed consent form from their doctor.

5) Daily use lockers are available in the locker rooms for your valuables and personal items. Please return the key for the locker before leaving the center.

6) The center does not provide a towel service.

7) Food is not permitted in the Wellness Center at any time. Water is the only beverage permitted and must be kept in a spill proof, plastic container.

8) Instructors can help with any question you may have regarding your exercise program.

9) Student assistants are available to take questions, suggestions and comments relating to equipment, policies and rules.

## DRESS REQUIREMENTS

1) Athletic footwear is required to exercise in the group fitness room and cardio/weight room. No open-toe shoes, sandals, or boots, or shoes of any kind with metal hooks will be allowed in the cardio/weight room.

2) Wear comfortable, clean, athletic clothing. No jeans, belts or exposed metal.

3) No weightlifting belts with metal buckles.

## Small Business Development Center

The mission of the Small Business Development Center is to strengthen the economy of the UNM-Valencia service area by providing direct assistance, entrepreneurial education, and resource linkages that are designed to facilitate the retention and expansion of existing small businesses and foster the creation of new businesses.

The Small Business Development Center assists business owners and potential owners in making decisions affecting their businesses.

The center offers four types of services: training, counseling, referral, and library resources. The training component involves workshops, and seminars. Business counselors provide 1-on-1 counseling for those wanting more attention of a confidential nature.

Library resources include a business library, government publications, statistics, business literature and access to the Internet. The center works with clients in writing business plans, organizing loan packages, creating marketing plans and much more.

Counseling is offered free of charge but there are nominal fees charged for the workshops.

The center is located on the second floor of the Student Community Center with services provided to Socorro and Mountainair on a regular basis.

Appointments with a counselor can be made in per-

son or by calling 505.925.8980. Materials are available on a walk-in basis.

## Teaching & Learning Center

The Teaching and Learning Center seeks to enhance teaching and learning, improve student and faculty success and stimulate instructional effectiveness. The center hosts a variety of faculty workshops and seminars and offers a wide range of instructional resources.

The Teaching and Learning Center is located in Rooms 138 and 141 of the Learning Resource Center.

## RESOURCES

The Teaching and Learning Center has a library of books on instructional technology, education, and personal growth.

The center also has a large collection of web-based resources on many pedagogical areas, classroom management, and learning and teaching activities.

## WORKSHOPS

Workshops are offered in a wide range of areas including computers, audio visual equipment, online and hybrid instruction, pedagogy, and classroom management. Brown bag lunch seminars will be held covering a variety of topics.

## GOALS

1) Conduct workshops and classes. Each term the Teaching and Learning Center will provide workshops, classes and seminars to help the faculty and staff learn new skills and concepts so that they may better support student learning.

Classes will include computer software applications, instructional media development, electronic communication skills and teaching methods.

2) Provide individual consultations to faculty and staff. Faculty can receive assistance developing strategies to improve student learning.

Resources, mentors, and information will be provided. All consultations will be confidential.

3) Offer instructional technology tutorials. The Center will provide tutorials for faculty and staff that need help with computer applications and technology.

4) Encourage collaboration between UNM-Valencia faculty and the wider educational community to improve teaching and learning.

The Teaching and Learning Center will provide opportunities for faculty to support, publicize, and demonstrate the use of best practices and innovative approaches to teaching and learning by establishing formal and informal communications forums.

The Teaching and Learning Center will publicize all training opportunities, workshops, and sessions in its calendar of events and activities.

## Transitional Studies and Learning Center

The Transitional Studies Department offers courses in Math, English and Academics. Although these courses do not count toward a degree they provide the fundamental preparation for college level courses.

Courses offered are Math 099, 100, 193, Critical Thinking for Math; English 099, 100 and UNIV 101, Introduction to UNM and Higher Education.

Academics courses are co-requisites with their respective Math and English courses. Students test into the Math and English courses through the campus administered COMPASS placement exam or the ACT.

Most of our students require some amount of refreshers in basic skills.

In fact, 70 to 80 percent of our incoming freshmen are required to take one or more transitional courses in writing, reading, mathematics and academic studies. These courses are essential to academic success.

The "Highway to Success" Learning Communities provide the structure and support needed to help students be successful in the Transitional Studies courses.

Small classes, peer tutors, supplemental instruction and dedicated faculty and advisors are some of our tools for your success. Taking classes with the same students foster the creation of study groups and peer support.

### CONTACT AND ADVISING INFORMATION

Information about the Transitional Studies program and registration can be obtained from the "Highway to Success" advisors: Kim Crowder at 505.925.8908 or Program Director Rosa M. Auletta at 505.925.8546 or [rauletta@unm.edu](mailto:rauletta@unm.edu).

You can also visit [highway.unm.edu](http://highway.unm.edu) or email us at [highway@unm.edu](mailto:highway@unm.edu). For information about the Transitional Studies courses contact: Coordinator of Transitional Mathematics Julie DePree, Ph.D., at 505.925.8607 or [jdepree@unm.edu](mailto:jdepree@unm.edu), or Coordinator for Transitional English Patricia Gillikin, Ph.D., at 505.925.8616 or [pgillikin@unm.edu](mailto:pgillikin@unm.edu).

## Learning Center

Each person learns in a unique way and the Learning Center offers a comfortable atmosphere and services to facilitate learning regardless of learning style.

This is a place where you can study in a quiet room, engage in the dynamics of a study group, research and write your papers or develop spreadsheets, work with a tutor, or take advantage of computer assisted instructional software and other study resources.

Free for all students currently enrolled at the UNM-Valencia Campus, services include the following:

- 1) Peer and professional tutoring (group and individual)
- 2) Walk-in assistance
- 3) Tutorial appointments
- 4) Study groups
- 5) Special topic workshops
- 6) Computer labs staffed with trained personnel
- 7) State-of-the-art computer hardware and software
- 8) Study areas to work alone or in groups
- 9) Study resources (textbooks, videos, audio tapes)
- 10) Study guides and handouts

The Learning Center is student focused and attempts to accommodate all student needs.

In addition to regular services, the Learning Center attempts to find a tutor or schedule a study group for a particular class at students' requests.

The Learning Center is open Monday through Friday, with evening hours Monday through Thursday.

Call 505.925.8900 to schedule an appointment or for more information, visit [www.unm.edu/~tutor](http://www.unm.edu/~tutor).



## ACADEMIC CURRICULA & DEGREE REQUIREMENTS

### Associate Degrees & Certificates

The Associate of Arts and Associate of Science degrees are designed for students who intend to transfer to a four-year college or university, with the transfer of credits subject to receiving institutions policies.

Generally, institutions within the state have articulated courses and programs to effect an easy transition.

The Associate of Applied Science degree is designed to provide employment skills for the student. While not intended for transfer, select courses within the degree may transfer depending on the receiving institution. Students planning to transfer to a four-year institution should confer with an advisor regarding transferability.

Certificates in many programs are designed primarily for students not currently pursuing an associate degree. Courses taken as part of a certificate program are accepted toward an associate degree in that field.

All degrees and certificates offered by UNM-Valencia Campus are listed below. This list may not be complete since program development is ongoing. Students should check with their advisor or the instructional division for a current listing.

### Associate of Arts

- Business Administration
- Criminology
- Early Childhood Multicultural Education
- Education
  - Elementary Education Option
  - Secondary Education Option
- Liberal Arts
- Studio Art

### Associate of Science – Nursing

- Nursing

### Associate of Science

- Emergency Medical Services
- General Science (including Pre-Professional Course Requirements in the Health Sciences)
  - Health & Fitness Education
  - Pre-Engineering

### Associate of Applied Science

- Computer-Aided Drafting
- Construction Technology
- Digital Media Arts
- Game Design & Simulation
- General Studies

- Information Technology
- Office and Business Technology

### Certificates

- Automotive Technology
- Business Administration
- Computer-Aided Drafting
- Digital Media Arts
- Early Childhood Multicultural Education
- Education
  - Elementary Option
  - Secondary Option
- Game Design & Simulation
- Group Fitness Instructor Leadership
- Information Technology
- Office and Business Technology
- Studio Art
- Sustainable Building

### Allied Health programs

In addition to degree and certificate programs, UNM-Valencia offers four Allied Health programs, most of which can be completed in a single semester. These programs prepare students for immediate employment in an entry-level health field.

- Emergency Medical Services
- Nursing Assistant
- Personal Care Attendant
- Phlebotomy Technician

### General Education and Program requirements

Associate degree curricula require a variety of courses to broaden students' understanding of the world as well as prepare them for employment or advanced study in their fields. Curricula therefore stress the students' major subjects, but also include general education courses.

There are two General Education tracks for consideration. The first is the UNM Core Curriculum; it is for students who intend to continue their studies with UNM.

The other is the Lower-Division General Education Common Core at New Mexico's Public Colleges and Universities, which will be referred to as the N.M. Common Core; it is for students who intend to transfer to other four-year colleges in New Mexico, such as New Mexico State University, Eastern New Mexico University, Highlands University or Western University.

The courses required of each General Education requirements are, for the most part, quite similar.

However, there are some significant differences which must be carefully considered. Students are highly encouraged to consult with an advisor prior to selecting any General Education electives.

## The University of N.M. Core Curriculum

**Note:** Follow this General Education Core if you are continuing your education with UNM.

The university adopted a revised Core Curriculum as of Fall 2003 which all undergraduate students must complete as part of their baccalaureate program.

The Core consists of several groups of courses designed to enhance each student's academic capabilities. Its goal is to give all students at the university a grounding in the broad knowledge and intellectual values obtained in a liberal arts education and to assure that graduates have a shared academic experience.

The required courses encourage intellectual development in seven areas of study: writing and communication; social and behavioral sciences; mathematical reasoning; scientific methods in the physical and natural sciences; the humanities; the fine arts; and languages. The Core consists of lower-division courses which develop these skills and abilities, and students are strongly encouraged to complete the Core early in their college careers.

Individual student substitutions should be minimal and are discouraged. Except where noted (see "Alternative Credit Options" in the Undergraduate Admissions section of the UNM Catalog), students may apply AP or CLEP credit to the Core requirements.

Departments and colleges may restrict student choices within the Core to meet departmental and college degree requirements. A grade of C (not C-) is required in all courses used to fulfill the requirements of the Core Curriculum.

Courses taken CR/NC can be applied to the core, subject to general university and individual college and department regulations on the number of credits that can be taken CR/NC and the applicability of courses taken CR/NC to the individual degree.

UNM-Valencia recognizes, however, that the highly structured nature of many degree programs and the presence of numerous transfer and non-traditional students requires flexibility on its part. Transfer and returning students will receive advising in the college and department to which they are admitted in order to establish an appropriate program which will meet their needs and the aims of the Core.

Where degree program requirements are so structured that a student's total academic program credits would be increased by taking a Core course in a particular Core area, a department may approve a blanket substitution of a course in a particular Core area for all students pursuing an undergraduate degree in that particular program. Approval of substitutions or exceptions is handled on a department and college basis.

The basic Core Curriculum requires approximately

37 hours of courses in seven areas of study.

**1) Writing and Speaking (9 hours):** English (ENGL) 110 (or 112 or 113) and 120 plus an additional course chosen from ENGL 219, 220; Communication and Journalism (CJ) 130; Philosophy (PHIL) 156.

**2) Mathematics (3 hours):** One course chosen from MATH 121, 129, 150, 162, 163, 180, 181, 215, STAT 145.

**3) Physical and Natural Sciences (7-8 hours):** Two courses, one of which must include a laboratory, chosen from Anthropology (ANTH) 150 and 151L, 121L (lab required), 160<sup>1</sup> and 161L<sup>1</sup>; Astronomy (ASTR) 101 and 101L; Biology (BIOL) 110 and 112L, 123 and 124L, 201 and 202; Chemistry (CHEM) 101, Chemistry (CHEM) 111L (lab required), 121L (lab required) or 131L<sup>1</sup> (lab required), 122L (lab required) or 132L<sup>1</sup> (lab required); Earth and Planetary Science (EPS) 101 and 105L, 201L (lab required); Environmental Science (ENVS) 101 and 102L ; GEOG 101<sup>1</sup> and 105L<sup>1</sup>; Natural Science (NTSC) 261L (lab required), 262L (lab required), 263L (lab required); Physics (PHYS) 1021 and 102L1, 1051, 151 and 151L, 152 and 152L, 160 and 160L, 161 and 161L.

**4) Social and Behavioral Sciences (minimum 6 hours):** Two courses chosen from American Studies (AMST) 182<sup>1</sup>, 185<sup>1</sup>; Anthropology (ANTH) 101, 130; Community and Regional Planning (CRP) 181<sup>1</sup>; Economics (ECON) 105, 106; Engineering-F (ENGF) 200<sup>1</sup>; Geography (GEOG) 102<sup>1</sup>; Linguistics (LING) 101 ( Anthropology 110); Political Science (POLS) 110, 200, 220<sup>1</sup>, 2401; Psychology (PSY) 105; Sociology (SOC) 101.

**5) Humanities (6 hours):** Two courses chosen from American Studies (AMST) 182, 185; Classics (CLST) 107<sup>1</sup>, 204<sup>1</sup>, 205<sup>1</sup>; Comparative Literature and Cultural Studies (COMP) 223<sup>1</sup>, 224; English (ENGL) 150, 292, 293; Foreign Languages (MLNG) 101; History (HIST) 101L, 102L, 161, 162, 181, Honors Legacy Seminars (UHON) at the 100<sup>1</sup>- and 200<sup>1</sup>-level; Philosophy (PHIL) 101, 201<sup>1</sup>, 202<sup>1</sup>; Religious Studies (RELG) 107, 263<sup>1</sup>, 264<sup>1</sup>.

**6) Foreign Language (non-English language; minimum 3 hours):** One course chosen from any of the lower-division non-English language offerings of the Departments of Linguistics (including Sign Language – SIGN), Spanish (SPAN) and Portuguese, Foreign Languages and Literatures, and foreign languages in other departments and programs.

**7) Fine Arts (minimum of 3 hours):** One course chosen from Architecture (ARCH) 101<sup>1</sup>; Art History (ARTH) 101, 201, 202; Dance (DANCE) 105; Music (MUSE) 139, 140; Theatre (THEA) 105; Media Arts (MA) 210. Students may elect to take one 3-hour studio course offered by the Departments of Art and Art History, Music, Theatre and Dance, and Media Arts to fulfill this requirement.

<sup>(1)</sup> These courses are not generally offered at UNM-Valencia.

## New Mexico Common Core

**Note:** Follow this General Education Core if you will be transferring to another four-year institution in New Mexico.

This list of courses, consisting of 35 credit hours, has been developed by the public colleges and universities of New Mexico as an aid to student transfer between public institutions. Students who contemplate transferring to New Mexico four year colleges other than The University of New Mexico (e.g., New Mexico State University, Eastern New Mexico University, Highlands University or Western New Mexico University) are advised to select courses consistent with this list in order to assure that their work will apply to future degree requirements. Students should consult campus advisors for help in selecting specific courses.

According to state law, and as detailed in a regulation of the New Mexico Commission on Higher Education, each public university within New Mexico will (a) accept in transfer toward bachelor's degree programs all work completed satisfactorily by a student at another regionally accredited public institution within New Mexico and consistent with this common core and (b) will guarantee application of that work toward graduation requirements for a bachelor's degree. Each university may prescribe additional general education requirements unique to its institution or certain programs, but such requirements must apply equally to students originating their study at that institution.

The following are the five general areas of the N.M. Common Core. In each instance the corresponding UNM courses which are offered at UNM-Valencia are listed. Corresponding UNM Core Curriculum and non-Core courses offered at UNM-Valencia are listed by each sub-area in bold italics.

### AREA I: COMMUNICATIONS

Three courses (9 credit hours total) selected from the following:

a) One course (3-4 credit hours) in college-level English composition.

**UNM Core Curriculum:** ENGL 110, ENGL 112 or ENGL 113.

b) One course (3 credit hours) in college-level writing (a second course building on the above).

**UNM Core Curriculum:** ENGL 120, ENGL 219 or ENGL 220.

c) One course (3 credit hours) in oral communication.

**UNM Core Curriculum:** CJ 130; non-Core: CJ 221 or CJ 225.

### AREA II: MATHEMATICS

One course (3 credit hours total) selected from any one of the following:

a) One course (3 credit hours) in college algebra (or higher).

**UNM Core Curriculum:** MATH 121 or MATH 150.

b) One course (3 credit hours) in calculus.

**UNM Core Curriculum:** MATH 162, 163, 180 or 181.

c) One course (3 credit hours) in selected from other college-level mathematics.

**UNM Core Curriculum:** MATH 129.

### AREA III: LABORATORY SCIENCE

Two courses (8 credit hours total), one of which must include a lab but not necessarily both, depending on the degree program, selected from any one or two of the following:

a) One or two courses (4-8 credit hours) in general biology.

**UNM Core Curriculum:** BIOL 110/112L or BIOL 123/124L.

b) One or two courses (4-8 credit hours) in general chemistry.

**UNM Core Curriculum:** CHEM 111L, CHEM 121L, or CHEM 122L.

c) One or two courses (4-8 credit hours) in general physics.

**UNM Core Curriculum:** PHYS 151/151L or PHYS 152L.

d) One or two courses (4-8 credit hours) in geology/earth science.

**UNM Core Curriculum:** EPS 101/105L or EPS 201L.

e) One or two courses (4-8 credit hours) in astronomy.

**UNM Core Curriculum:** ASTR 101/101L.

### AREA IV: SOCIAL/BEHAVIORAL SCIENCES

Two or three courses (6-9 credit hours) selected from any two or three of the following:

a) One course (3 credit hours) in economics (macroeconomics or microeconomics).

**UNM Core Curriculum:** ECON 105 or ECON 106.

b) One course (3 credit hours) in introductory political science.

**UNM Core Curriculum:** POLS 110 or POL SC 200.

c) One course (3 credit hours) in introductory psychology.

**UNM Core Curriculum:** PSY 105.

d) One course (3 credit hours) in introductory sociology.

**UNM Core Curriculum:** SOC 101.

e) One course (3 credit hours) in introductory anthropology.

**UNM Core Curriculum:** ANTH 101 and ANTH 130.

### AREA V: HUMANITIES AND FINE ARTS

Two or three courses (6-9 credit hours) selected from any two or three of the following:

a) One course (3 credit hours) in introductory history survey.

**UNM Core Curriculum:** HIST 101, HIST 102, HIST 161, or HIST 162.

b) One course (3 credit hours) in introductory philosophy.

**UNM Core Curriculum:** PHIL 101, PHIL 156, PHIL 201, PHIL 202, or PHIL 245.

c) One course (3 credit hours) in introductory history, theory, or aesthetics of the arts or literature.

**UNM Core Curriculum:** ARTH 101, ARTH 201, ARTH 202, ENGL 150, ENGL 292, ENGL 293, MUS 139, or THEA 105.

## Associate Degree & Certificate Program requirements

1) Complete the number of credit hours and the specific course requirements as outlined for the degree or certificate.

2) Earn a minimum of 15 credit hours for the degree and/or 9 credit hours for the certificate in residence at UNM-Valencia.

3) Complete all required coursework for the degree or certificate with a minimum 2.0 cumulative grade point average (GPA).

Please be aware that UNM and other four year institutions may require a higher GPA for admission to upper division course work. Students are encouraged to consult with an academic advisor for specific requirements in this respect.

4) No basic skills courses (e.g., ENGL 099/100, MATH 099/100, ACAM 100, ACAD 099/100) are accepted toward the number of credit hours required for graduation.

5) Must receive a grade of "C" or better on all General Education and Degree Core Requirement courses.

## TRANSITIONAL STUDIES

### Program description

The Transitional Studies Program consists of both credit and non-credit courses. The Adult Education Center offers short-term, non-credit bearing classes intended to prepare students for the GED (High School equivalency) examinations, college transition, and English for non-native speakers.

Services through the Adult Education Center do not qualify for financial aid and are free of charge. The developmental studies courses, which are for college credit, are intended to provide the fundamental preparation for college level work.

Transitional Studies are not a degree or certificate program nor do the developmental courses count towards a degree, although they do qualify for federal financial aid for up to 30 credits.

## Educational advancement opportunities

Transitional Studies credit courses are offered in series and are in the process of revision. Upon the successful completion of the Transitional English courses, the student will register into ENGL 110 for college credit. Mathematics courses follow a similar pattern beginning with MATH 099, and followed by MATH 100.

Depending on the student's major, the student will register into MATH 101, MATH 120 or MATH 111 after successfully completing MATH 100. In addition, there are academics courses which are co-requisites to the English and mathematics courses.

Opportunities are available for acceleration in Transitional English and Transitional Math courses. Candidates must be motivated and prepared to work at a high level to be successful in any accelerated course.

### Program requirements

Students must successfully complete Transitional MATH and ENGL courses before registering into college-level mathematics and English courses.

ENGL 110 is a suggested prerequisite for many college courses, such as Anthropology, Art History, History, and Sociology.

This is due to the quality of writing and research skills expected to be successful in the courses. Students are placed into these series of courses according to their placement scores on the COMPASS or ACT. The Learning Center offers tutoring to students who want to improve their COMPASS scores.

### Program learning goals

Transitional Studies provides students with research based instruction with an end to provide them with the preparation necessary to be successful in college-level work.

All course syllabi include course learning objectives indicating the skills and behaviors the student should know and be able to perform upon successful completion of each course. Upon successful completion of the required developmental studies courses, students will demonstrate that they have developed the ability to:

1) Successfully complete MATH 101 and MATH 102 or MATH 120 (**Note:** MATH 101/102/103 are the equivalent of MATH 120) or MATH 111 and ENGL 110.

2) Apply effective strategies for critical thinking, study skills, mathematical problem solving, college-level writing and reading including the use of Internet and library resources.

3) Students completing Adult Education Center courses (not graded and not for credit) will have increased confidence and skills in math, reading, writing and/or speaking English.



## CONTACT AND ADVISING INFORMATION

Information about the Transitional Studies program is available from Advisement Center at 505.925.8560 or vcadvice@unm.edu, or Kim Crowder, Transitional Studies Advisor at 505.925.8908 or kcrowde1@unm.edu, or the Transitional Studies Division Manager, Rosa Auletta at 505.925.8546 or rauletta@unm.edu.

Specific information about the courses can be obtained from the Transitional Mathematics Coordinator, Khaled Kassem, at 505.925.8609 or khaled@unm.edu and from the Transitional English Coordinator, Dr. Patricia Gillikin, at 505.925.8616 or pgillikin@unm.edu. Information about the Adult Education Center can be obtained by contacting Adult Education Program Manager Tina Newby at 505.925.8920 or tinan@unm.edu.

## Initial placement

Students must meet minimum placement scores on the COMPASS or ACT or for initial placement into developmental studies courses.

Course	Credit Hours	COMPASS / ACT		Prerequisite
		Minimum Scores		
Adult Education Math	-	< 24	< 12	N/A
MATH 099	4	< 36	< 16	
MATH 100 & MATH 193	4 & 2	< 57	< 19	MATH 099
MATH 120 or MATH 111	3 & 3	< 101	< 22	MATH 100
Adult Education English	-	< 34	< 14	N/A
ENGL 100* & UNIV 101	4 & 3	< 75	< 19	ENGL 099
ENGL 110* (college level)	3	< 101	< 26	ENGL 100

(\* ) Placement scores are under revision.

(< ) which stands for "less than."



## AUTOMOTIVE TECHNOLOGY

### Certificate program description

UNM-Valencia partners with the Los Lunas School District to offer a Certificate Program in Automotive Technology at Valencia High School (5 miles East of UNM-Valencia) to students from Valencia and Los Lunas High Schools as well as to the general public in evening classes. Upon completion of the program and the Practicum, students will be prepared to sit for the National ASE certification.

### Career and educational advancement opportunities

The certificate in Automotive Technology will prepare students to sit for the national ASE certification exam, thereby qualifying them for careers as Transportation Engineers, Automotive Engineers, Automotive Engineer Technicians, Electro-Mechanical Technicians, and Auto Master/Service technician Mechanics.

### Program requirements

Total Credit Hours required: 36+ English and Math Proficiency

### Program learning goals

The Automotive Technology Certificate program provides students with quality instruction to facilitate mastery of the knowledge, skills, and behaviors necessary to succeed in careers in automotive maintenance and repair.

Upon successful completion of the required courses for the program, students will demonstrate entry-level skills with an emphasis on safety and tools required for automotive trades; an understanding of automotive theory, diagnosis and repair; mastery of hand-held computer scanner and vehicle onboard computer interfacing; customer service skills; computer-based four-wheel alignment, and automotive engine performance testing. Following the 3 to 9 credit-hour practicum (AUTT 295), students will be prepared to sit for the national ASE Certification exam.

### CONTACT AND ADVISING INFORMATION

Information about the Certificate in Automotive Technology is available from the Advisement Center at 505.925.8560 or at [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Chair of the Business, Technology & Fine Arts Division Michael Ceschiati at 505.925.8712 or [ceschiati@unm.edu](mailto:ceschiati@unm.edu).

### Certificate in Automotive Technology requirements

*The following are the course requirements for completion of a Certificate in Automotive Technology. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing &amp; Speaking (3 credits)</b>			
ENGL 119	_____	_____	3
<b>Mathematics (3 credits)</b>			
MATH 115	_____	_____	3
<b>Automotive Technology Core Requirements (36 credits)</b>			
AUTT 111	_____	_____	6
AUTT 115	_____	_____	6
AUTT 130	_____	_____	6
AUTT 157	_____	_____	6
AUTT 167	_____	_____	3
AUTT 230	_____	_____	3
AUTT 295	_____	_____	3-9
IT 101	_____	_____	1

## BUSINESS ADMINISTRATION

### Associate of Arts in Business Administration program description

Today's business managers must be prepared to meet the challenges of a rapidly changing business environment. At UNM-Valencia, students are provided the opportunity to complete the first two years of a business administration curriculum in areas such as accounting, business computer systems, finance, human resources, marketing and others.

The advantages of beginning studies at UNM-Valencia include smaller class sizes and a team of instructors dedicated to teaching excellence.

### Career and educational advancement opportunities

The associate of arts in business administration degree is a transfer program. The curriculum has been carefully articulated with the UNM Anderson School of Management to ensure that all successfully completed courses transfer without loss of credit. Students should apply for acceptance to the Anderson Schools of Management one semester prior to transfer. Students must earn a grade of "C" or better in all pre-admission course work.

### Program requirements

Total credit hours required: 63 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The business administration program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in business administration.

Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate applied science in computer-aided drafting, our students will demonstrate that they have developed the ability to:

- 1) Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
- 2) Calculate rates, percentages, maximums, forecasts, and statistical probabilities; discuss the business cycle and how it can be controlled via public policy; collect, manipulate, and report data for decision making; get along with peers, supervisors, and subordinates.
- 3) Obtain an entry-level position in Operations, Management & Supervision, Marketing, Research and Administrative Assistant/Coordinator.
- 4) Complete the first two years of a BA in Business Administration.

### CONTACT AND ADVISING INFORMATION

Information about the associate of arts in business administration is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Michael Ceschiati, at 505.925.8712 or [ceschiati@unm.edu](mailto:ceschiati@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~

## Associate of Arts in Business Administration degree requirements

The following are the course requirements for completion of an Associate of Arts in Business Administration degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9-10 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
ENGL 219 or ENGL 220	_____	_____	3
<b>Math: (6 credits)</b>			
MATH 121 or MATH 150	_____	_____	3
MATH 180 or MATH 162	_____	_____	_____
<b>Physical and Natural Sciences: (7-8 credits)</b>			
_____	_____	_____	_____
_____	_____	_____	_____

Select two courses from the Core Curriculum, one of which must include a lab.

### Social and Behavioral Sciences: (15 credits)

ECON 105	_____	_____	3
ECON 106	_____	_____	3
PSY 105 or SOC 101	_____	_____	3
_____	_____	_____	_____
_____	_____	_____	_____

Select two additional courses from AMST, PSY, SOC, ANTH, LING, or POLS.

### Humanities: (3 credits)

_____	_____	_____	_____
-------	-------	-------	-------

Select one course from the Core Curriculum in Humanities. An additional upper division humanities course is required by ASM.

### Fine Arts: (3 credits)

_____	_____	_____	_____
-------	-------	-------	-------

Select one course from the UNM Core Curriculum in Fine Arts.

### Foreign Language: (3 credits)

_____	_____	_____	_____
-------	-------	-------	-------

Select one course from the UNM Core Curriculum in Foreign Language.

### Business Admin Core Requirements: (17 credits)

CS 150	_____	_____	3
MGMT 113	_____	_____	3
MGMT 101 & MGMT 101L	_____	_____	4
MGMT 102 & MGMT 102L	_____	_____	4

MGMT 113 is not required for admission to ASM, but is required for AABA.

MGMT 101/101L and MGMT 102/102L combined is the equivalent of MGMT 202 at ASM.

STAT 145	_____	_____	3
----------	-------	-------	---

**Total Required: (63 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## Business Administration Certificate description

Please refer to the associate of arts in business administration degree description for this program's description.

## Career and educational advancement opportunities

As is the case with the associate of arts in business administration degree, the business administration certificate is a transfer program. The curriculum has been carefully articulated with the UNM Anderson School of Management to ensure that all successfully completed courses transfer without loss of credit. Students should apply for acceptance to the Anderson Schools of Management one semester prior to transfer. Students must earn a grade of "C" or better in all pre-admission course work.

## Program requirements

Total credit hours required: 33 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

## Program learning goals

Please refer to the associate of arts in business administration for information on learning goals for this program.

### CONTACT AND ADVISING INFORMATION

Information about the associate of arts in business administration is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Michael Ceschiati, at 505.925.8712 or [ceschiati@unm.edu](mailto:ceschiati@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR CERTIFICATE REQUIREMENTS AND SCHEDULER ~

## Scratchpad Area

## Business Administration Certificate requirements

The following are the course requirements for completion of the Business Administration Certificate. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
<b>Math: (3 credits)</b>			
MATH 121 or MATH 150	_____	_____	3
<b>Physical and Natural Sciences: (4 credits)</b>			
_____	_____	_____	_____

Select one course from the UNM Core Curriculum, which must include a lab.

### Social and Behavioral Sciences: (6 credits)

ECON 105	_____	_____	3
PSY 105 or SOC 101	_____	_____	3

### Business Administration Core Requirements: (14 credits)

CS 150	_____	_____	3
MGMT 113	_____	_____	3

MGMT 113 is not required for admission to ASM, but is required for AABA at UNM-Valencia.

MGMT 101 & MGMT 101L	_____	_____	4
MGMT 102 & MGMT 102L	_____	_____	4

MGMT 101/101L and MGMT 102/102L combined is the equivalent of MGMT 202 at ASM.

**Total Required: (33 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.



## CRIMINOLOGY

### Associate of Arts in Criminology program description

The sociology department at UNM offers a specialized program in criminology, designed to give students a comprehensive introduction to the field.

Courses focus on the characteristics and causes of crime and deviance and on the origins, nature and consequences of societal reactions to crime and deviance, giving particular attention to the criminal justice system.

Basic instruction is also given in sociological theory and research methods.

### Career and educational advancement opportunities

The associate of arts in criminology is a transfer program designed to prepare students for completing a BA in criminology.

Employment opportunities include careers in corrections, law enforcement, public safety, health service, social work, counseling, sociology, and public administration. Students must earn a grade of "C" or better in all pre-admission course work.

### Program requirements

Total credit hours required: 61 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The criminology program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in criminology.

Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate arts in criminology, our students will demonstrate that they have developed the ability to:

- 1) Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
- 2) Apply critical thinking skills to demonstrate: a) comprehension of subjects taken and, in particular, criminology; and b) practical application of information (e.g., interpreting effects of crime; compare and contrast past and contemporary theories on law & order; better understanding of national & international problems of our time such as homelessness health care, environment, poverty, crime).
- 3) Complete the first two years of a BA in criminology.

### Contact and Advising Information

Information about the associate of arts in liberal arts degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Communication, Humanities, English & Social Sciences Chair, Dr. Jami Huntsinger, at 505.925.8622 or [jamilynn@unm.edu](mailto:jamilynn@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110 or ENGL 113;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

Course: MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~

## Associate of Arts in Criminology degree requirements

The following are the course requirements for completion of an Associate of Arts in Criminology degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
_____	_____	_____	3

Select an additional course from ENGL 219, ENGL 220, CJ 130, or PHIL 156. Please note that the College of Arts & Sciences at UNM-Main requires no more than 6 credits from one subject under the Writing and Speaking area.

### Math: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

Select one course from the UNM Core Curriculum in Mathematics. STAT 145 is highly recommended.

### Physical and Natural Sciences: (7-8 credits)

_____	_____	_____	3-4
_____	_____	_____	3-4

Select two courses from the UNM Core Curriculum, one of which must include a lab.

### Social and Behavioral Sciences: (9 credits)

_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences (except SOC 101) and an additional course from AMST, ANTH, ECON, POLS, PSY or SOC.

### Humanities: (9 credits)

_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Humanities and an additional course from Literature, HIST, PHIL, or RELIG.

### Fine Arts: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

Select one course from the UNM Core Curriculum in Fine Arts and another from ARTH, ARTS, MUS, THEA, or DANC.

### Foreign Language: (3 credits)

_____	_____	_____	_____
-------	-------	-------	-------

Select one course from the UNM Core Curriculum in Foreign Language.

### Criminology Core Requirements: (15 credits)

SOC 101	_____	_____	3
SOC 205	_____	_____	3
SOC 211 or SOC 213	_____	_____	3
SOC 280	_____	_____	3
SOC 216	_____	_____	3

**Total Required: (61 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.



## EARLY CHILDHOOD MULTICULTURAL EDUCATION

### A.A. in Early Childhood Multicultural Education program description

The associate of arts degree in early childhood multicultural education provides students with the knowledge and skills they need to work with children, birth through age eight, and their families in a variety of settings including child care centers, Head Start programs, family care settings, preschools, and in public schools as early childhood teaching assistants.

This degree, plus experience, meets the qualification requirement for director of a child care center as specified in the New Mexico child care facilities licensing regulations.

### Career and educational advancement opportunities

The associate of arts degree in early childhood multicultural education addresses the seven general early childhood education competency areas required as partial fulfillment of the New Mexico Department of Education licensure in early childhood education (birth to third grade).

In addition, all course work for the associate of arts degree in early childhood multicultural education can be applied toward the baccalaureate degree in early childhood multicultural education offered by UNM-Main Campus.

The BA degree in ECME leads to licensure by the State for public school teachers working with children from birth through the age eight who are developing both typically and atypically. Students must earn a grade of "C" or better in all preadmission work.

### Program requirements

Total credit hours required: 67 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses

### Program learning goals

The early childhood education program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in early childhood education. Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate of arts in early childhood multicultural education, our students will demonstrate that they have developed the ability to:

- 1) Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
- 2) Develop the knowledge and skills to work with children, birth through age eight, and their families in a variety of settings including child care centers, Head Start programs, family care settings, preschools, and in public schools as early childhood teaching assistants.
- 3) Seamlessly continue their studies in professional education curricula with the objective of N.M. State Licensure and a BS in Early Childhood Multicultural Education.

### CONTACT AND ADVISING INFORMATION

Information about the associate of arts in early childhood multicultural degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Education Chair, Rosa Auletta, at 505.925.8546 or [rauletta@unm.edu](mailto:rauletta@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & MATH 193 – or place into MATH 120;

**Credit hours:** 4 & 2; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19

## A.A. in Early Childhood Multicultural Education degree requirements

The following are the course requirements for completion of an Associate of Arts in Early Childhood Multicultural Education degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
_____	_____	_____	3

Select an additional course from ENGL 219, ENGL 220, CJ 130, or PHIL 156. Students pursuing a BA in ECME degree at UNM must take an additional course selected from the UNM Core Curriculum in Writing and Speaking.

### Math: (3 credits)

MATH 120	_____	_____	3
----------	-------	-------	---

A mathematics course higher than MATH 120 may be substituted. Students pursuing a BA in ECME degree at UNM must take an additional mathematics course to be selected from MATH 111, MATH 112, MATH 129, MATH 215, or STAT 145.

### Physical and Natural Sciences: (8 credits)

_____	_____	_____	4
_____	_____	_____	4

Select two courses from the UNM Core Curriculum, both of which must include a lab. Students pursuing a BA in ECME degree at UNM must take an additional Physical and Natural Sciences course to be selected from NTSC 261L, NTSC 262L, or NTSC 263L.

### Social and Behavioral Sciences: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

Select one course from the UNM Core Curriculum in Social and Behavioral Sciences. Students pursuing a BA in ECME degree at UNM must take an additional course selected from the UNM Core Curriculum in Social and Behavioral Sciences.

### Humanities: (6 credits)

HIST 101 or HIST 102	_____	_____	3
HIST 161 or 162	_____	_____	3

Students who intend to continue their studies at UNM must also take HIST 260 and an additional course selected from the UNM Core Curriculum in Humanities.

### Fine Arts: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

Select two courses from ARTH 101, ARTH 201, ARTH 202, DANC 105, MA 210, and THEA 122.

### Foreign Language: (3 credits)

_____	_____	_____	_____
-------	-------	-------	-------

Select one course from the UNM Core Curriculum in Foreign Language.

### ECME Core Requirements: (29 credits)

ECME 101	_____	_____	3
ECME 103	_____	_____	2
ECME 111	_____	_____	3
ECME 115	_____	_____	3
ECME 117 & ECME 117L	_____	_____	5
ECME 202	_____	_____	3
ECME 217 & ECME 217L	_____	_____	5
ECME 220	_____	_____	3
ECME 230	_____	_____	2

**Total Required: (67 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## Early Childhood Multicultural Education Certificate description

The early childhood multicultural education certificate provides students with the knowledge and skills they need to work with children, birth through age eight, and their families in a variety of settings including child care centers, Head Start programs, family care settings, preschools, and in public schools as early childhood teaching assistants. This degree, plus experience, meets the qualification requirement for director of a child care center as specified in the New Mexico child care facilities licensing regulations.

## Career and educational advancement opportunities

The early childhood multicultural education certificate provides students with the knowledge and skills required to work with children, birth through age eight and their families in a variety of settings including child care centers, Head Start programs, family child care settings, preschools, and in public schools as early childhood teaching assistants. All course work for this certificate can be applied toward the associate of arts degree in early childhood multicultural education degree. Students must earn a grade of "C" or better in all preadmission work.

## Program requirements

Total credit hours required: 38 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

## Program learning goals

Please refer to the associate of arts in early childhood multicultural education for information on learning goals for this program.

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & MATH 193 – or place into MATH 120;

**Credit hours:** 4 & 2; **COMPASS/ACT Min. Scores:** 61 (pre-algebra)/19

~ PLEASE SEE THE FOLLOWING PAGE FOR CERTIFICATE REQUIREMENTS AND SCHEDULER ~

## Scratchpad Area

# DEGREES & COURSES

## Early Childhood Multicultural Education Certificate requirements

The following are the course requirements for completion of the Early Childhood Multicultural Education Certificate. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
<b>Math: (3 credits)</b>			
MATH 120 or Math 101,102,103	_____	_____	3

*In place of MATH 120 an advanced level mathematics courses (e.g., MATH 121, 150, 180, 162) may be selected for students who place into a higher math course.*

### Social and Behavioral Sciences: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

*Select one course from the UNM Core Curriculum in Social and Behavioral Sciences or Fine Arts.*

### ECME Core Requirements: (29 credits)

ECME 101	_____	_____	3
ECME 103	_____	_____	2
ECME 111	_____	_____	3
ECME 115	_____	_____	3
ECME 117 & ECME 117L	_____	_____	5
ECME 202	_____	_____	3
ECME 217 & ECME 217L	_____	_____	5
ECME 220	_____	_____	3
ECME 230	_____	_____	2

**Total Required: (38 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.



## ELEMENTARY EDUCATION

### Associate of Arts in Elementary Education description

The associate of arts in education, elementary education option, is designed to meet New Mexico state teacher licensing requirements for the first two years of study for prospective K-8 teachers.

### Career and educational advancement opportunities

General education and core requirements will articulate with all New Mexico colleges of education.

All courses offered are accepted by the UNM College of Education and apply toward a bachelor's of arts or science in education with teacher licensure for elementary or secondary school teaching.

Students may also apply this degree to qualify under the No Child Left behind Act to work as educational assistants in the public schools. Students must earn a grade of "C" or better in all preadmission course work.

### Program requirements

Total credit hours required: 64 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The elementary education program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in elementary education.

Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate arts in elementary education, our students will demonstrate that they have developed the ability to:

- 1) Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
- 2) Apply critical thinking skills to demonstrate comprehension of subjects taken and practical application of information.
- 3) Seamlessly continue their studies in professional education curricula with the objective of N.M. State Licensure in their chosen concentration and a BA or BS degree in Education.

### CONTACT AND ADVISING INFORMATION

Information about the associate of arts in elementary education program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Education Chair Rosa Auletta at 505.925.8546 or [rauletta@unm.edu](mailto:rauletta@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & MATH 193 – or place into MATH 120;

**Credit hours:** 4 & 2; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19



# DEGREES & COURSES

## Associate of Arts in Elementary Education Degree requirements

The following are the course requirements for completion of an Associate of Arts in Elementary Education degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (12 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
CJ 130 or CJ 220	_____	_____	3
LING 101 or ENGL 240	_____	_____	3
<b>Math: (9 credits)</b>			
MATH 111	_____	_____	3
MATH 112	_____	_____	3
MATH 215	_____	_____	3
<b>Physical and Natural Sciences: (12 credits)</b>			
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4

Select four courses from ASTR 101/101L, BIOL 110/112L, BIOL 201L, BIOL 202L, BIOL 123/124L, CHEM 111L, CHEM 121/123L, CHEM 122/124L, EPS 101/105L, EPS 201L, EPS 250, NTSC 261L, NTSC 262L, NTSC 263L (NTSC courses recommended), PHYC 151/151L, or PHYC 152/152L. Must include at least one lab.

### Social and Behavioral Sciences: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

Select two courses from ANTH 101, ANTH 130, ECON 105, ECON 106, POLS 110, POLS 200, POLS 260, PYS 105, or SOC 101.

### Humanities: (12 credits)

HIST 101 or HIST 102	_____	_____	3
HIST 161 or HIST 162	_____	_____	3
HIST 260	_____	_____	3

### Fine Arts: (6 credits)

Music 139	_____	_____	3
Art History 101	_____	_____	3

Students seeking licensure through main campus may use other fine art appreciation courses.

### Foreign Language: (3 credits)

SPAN 101 or SIGN 201	_____	_____	3
----------------------	-------	-------	---

### Elementary Education Core Requirements: (4 credits)

EDUC 124 or MATH 193	_____	_____	1
EDUC 183 or ETSS 290	_____	_____	3

These courses are not required for acceptance to the College of Education at UNM or for licensure.

**Total Required: (64 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## Elementary Education Certificate description

The elementary education certificate program is designed to meet New Mexico state teacher licensing requirements for the first year of study for prospective K-8 teachers.

## Career and educational advancement opportunities

General education and core requirements will articulate with all New Mexico colleges of education. All courses offered are accepted by the UNM College of Education and apply toward a Bachelor of Arts or science in education with teacher licensure for elementary or secondary school teaching. Students must earn a grade of "C" or better in all preadmission course work.

## Program requirements

Total credit hours required: 32 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

## Program learning goals

Please refer to the associate of arts in elementary education for information on learning goals for this program.

### CONTACT AND ADVISING INFORMATION

Information about the elementary education certificate program is available from the Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Education Chair Rosa Auletta at 505.925.8546 or [rauletta@unm.edu](mailto:rauletta@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & MATH 193 – or place into MATH 120;

**Credit hours:** 4 & 2; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19

~ PLEASE SEE THE FOLLOWING PAGE FOR CERTIFICATE REQUIREMENTS AND SCHEDULER ~

## Scratchpad Area

## Elementary Education Certificate requirements

The following are the course requirements for completion of Elementary Education Certificate. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
CJ 130 or CJ 220	_____	_____	3
<b>Math: (3 credits)</b>			
MATH 111	_____	_____	3
<b>Physical and Natural Sciences: (4 credits)</b>			
_____	_____	_____	4

Select four courses from ASTR 101/101L, BIOL 110/112L, BIOL 201L, BIOL 202L, BIOL 123/124L, CHEM 111L, CHEM 121/123L, CHEM 122/124L, EPS 101/105L, EPS 201L, EPS 250, NTSC 261L, NTSC 262L, NTSC 263L (NTSC courses recommended), PHYC 151/151L, or PHYC 152/152L. Must include at least one lab.

### Social and Behavioral Sciences: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

Select two courses from ANTH 101, ANTH 130, ECON 105, ECON 106, POLS 110, POLS 200, POLS 260, PYS 105, or SOC 101.

### Humanities: (3 credits)

HIST 101 or HIST 102 or HIST 260	_____	_____	3
-------------------------------------	-------	-------	---

### Fine Arts: (6 credits)

ARTH 101 or MUS 139	_____	_____	3
---------------------	-------	-------	---

### Foreign Language: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

Select one course from the UNM Core Curriculum in Foreign Language.

### General Elective: (3 credits)

_____	_____	_____	3-4
-------	-------	-------	-----

Select one course from the UNM Core Curriculum in Social & Behavioral Sciences, Physical & Natural Sciences, or Fine Arts as prescribed above in each of the corresponding areas.

### Elementary Education Core Requirements: (3 credits)

EDUC 183 or ETSS 290	_____	_____	3
----------------------	-------	-------	---

These courses are not required for acceptance to the College of Education at UNM or for licensure.

**Total Required: (32 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.





## SECONDARY EDUCATION

### Associate of Arts in Secondary Education description

The associate of arts in education, secondary education option, is designed to meet New Mexico state teacher licensing requirements for the first two years of study for prospective 7-12 grade teachers.

### Career and educational advancement opportunities

General education and core requirements will articulate with all New Mexico colleges of education. All courses offered are accepted by the UNM College of Education and apply toward a Bachelor of Arts or science in education with teacher licensure for elementary or secondary school teaching.

Students may also apply this degree to qualify under the No Child Left behind Act to work as educational assistants in the public schools. Students must earn a grade of "C" or better in all preadmission course work.

### Program requirements

Total credit hours required: 61 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The secondary education program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in secondary education.

Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate arts in secondary education, our students will demonstrate that they have developed the ability to:

- 1) Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
- 2) Apply critical thinking skills to demonstrate comprehension of subjects taken and practical application of information.
- 3) Seamlessly continue their studies in professional education curricula with the objective of N.M. State Licensure in their chosen concentration and a BA or BS degree in Education.

### CONTACT AND ADVISING INFORMATION

Information about the associate of arts in secondary education program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Education Chair Rosa Auletta at 505.925.8546 or [rauletta@unm.edu](mailto:rauletta@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55 (algebra)/22

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~

Need some help? Call Student Services at 925.8560

# DEGREES & COURSES

## Associate of Arts in Secondary Education Degree Requirements

The following are the course requirements for completion of an Associate of Arts in Secondary Education degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (12 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
CJ 130 or CJ 220	_____	_____	3
LING 101 or ENGL 240	_____	_____	3
<b>Math: (6 credits)</b>			
MATH 101 & 102 & 103	_____	_____	1,1,1
or			
MATH 120	_____	_____	3
STAT 145	_____	_____	3
<b>Physical and Natural Sciences: (12 credits)</b>			
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
<i>Select four courses from ASTR 101/101L, BIOL 110/112L, BIOL 201L, BIOL 202L, BIOL 123/124L, CHEM 111L, CHEM 121/123L, CHEM 122/124L, EPS 101/105L, EPS 201L, EPS 250, NTSC 261L, NTSC 262L, NTSC 263L (NTSC courses recommended), PHYC 151/151L, or PHYC 152/152L. Must include at least one lab.</i>			
<b>Social and Behavioral Sciences: (6 credits)</b>			
_____	_____	_____	3
_____	_____	_____	3
<i>Select two courses from ANTH 101, ANTH 130, ECON 105, ECON 106, POLS 110, POLS 200, POLS 260, PYS 105, or SOC 101.</i>			
<b>Humanities: (12 credits)</b>			
HIST 101 or HIST 102	_____	_____	3
HIST 161	_____	_____	3
HIST 162	_____	_____	3
HIST 260	_____	_____	3
<b>Fine Arts: (6 credits)</b>			
ARTH 101	_____	_____	3
MUS 139	_____	_____	3
<b>Foreign Language: (3 credits)</b>			
SPAN 101 or SIGN 201	_____	_____	3
<b>Secondary Education Core Requirements: (4 credits)</b>			
EDUC 124 or MATH 193	_____	_____	1
EDUC 183 or ETSS 290	_____	_____	3

*These courses are not required for acceptance to the College of Education at UNM or for licensure.*

**Total Required: (61 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## Secondary Education Certificate description

The secondary education certificate program is designed to meet New Mexico state teacher licensing requirements for the first year of study for prospective 7-12 grade teachers.

## Career and educational advancement opportunities

General education and core requirements will articulate with all New Mexico colleges of education. All courses offered are accepted by the UNM College of Education and apply toward a Bachelor of Arts or science in education with teacher licensure for elementary or secondary school teaching. Students must earn a grade of "C" or better in all preadmission course work.

## Program requirements

Total credit hours required: 32 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

## Program learning goals

Please refer to the associate of arts in secondary education for information on learning goals for this program.

### CONTACT AND ADVISING INFORMATION

Information about the secondary education certificate program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Education Chair, Rosa Auletta, at 505.925.8546 or [rauletta@unm.edu](mailto:rauletta@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & MATH 193 – or place into MATH 111;

**Credit hours:** 4 & 2; **COMPASS/ACT Min. Scores:** 55 (algebra)/22

~ PLEASE SEE THE FOLLOWING PAGE FOR CERTIFICATE REQUIREMENTS AND SCHEDULER ~



## Secondary Education Certificate Requirements

The following are the course requirements for completion of Secondary Education Certificate. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
<b>Math: (3 credits)</b>			
MATH 101 & 102 & 103	_____	_____	1, 1, 1
- or -			
MATH 120	_____	_____	3
<i>In place of MATH 120 an advanced-level mathematics courses (e.g., MATH 121, MATH 150, MATH 180, MATH 162) may be substituted for students who place into a higher math course.</i>			

### Physical and Natural Sciences: (4 credits)

_____	_____	_____	4
<i>Select four courses from ASTR 101/101L, BIOL 110/112L, BIOL 201L, BIOL 202L, BIOL 123/124L, CHEM 111L, CHEM 121/123L, CHEM 122/124L, EPS 101/105L, EPS 201L, EPS 250, NTSC 261L, NTSC 262L, NTSC 263L (NTSC courses recommended), PHYC 151/151L, or PHYC 152/152L. Must include at least one lab.</i>			

### Social and Behavioral Sciences: (3 credits)

_____	_____	_____	3
<i>Select one course from ANTH 101, ANTH 130, ECON 105, ECON 106, POLS 110, POLS 200, POLS 260, PYS 105, or SOC 101.</i>			

### Humanities: (3 credits)

HIST 161 or HIST 162	_____	_____	3
or HIST 260			

### Fine Arts: (3 credits)

ARTH 101 or MUS 139	_____	_____	3
---------------------	-------	-------	---

### Foreign Language: (3 credits)

_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Foreign Language.</i>			

### General elective: (3 credits)

_____	_____	_____	3-4
<i>Select one course from the UNM Core Curriculum in Social &amp; Behavioral Sciences, Physical &amp; Natural Sciences, or Fine Arts as prescribed above in each of the corresponding areas.</i>			

### Secondary Education Core Requirements: (4 credits)

EDUC 183 or ETTS 290	_____	_____	3
<i>These courses are not required for acceptance to the College of Education at UNM or for licensure.</i>			

**Total Required: (32 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.

Need some help? Call Student Services at 925.8560

## GAME DESIGN & SIMULATION

### A.A.S. in Game Design & Simulation description

The Associate of Applied Science in Game Design & Simulation degree is a complement to the Digital Media Arts program at UNM-Valencia. This program will enable students to take their passion for digital games and technology and turn it into a lifelong career, centered on effectively utilizing game technology for education, entertainment, and research.

This degree takes an inter-disciplinary approach by leveraging existing programs offered at UNM-Valencia to form the foundation for understanding the components of game development. AAS recipients should smoothly integrate into Game Design & Simulation programs at four-year colleges.

Upon completion, students will have experience related to all aspects of the game design process from conception to completion. Students will have the opportunity to study the function of games and game play and will develop interactive projects that address the technical challenges of game production.

Students will gain valuable experience, creating original game ideas across the different phases of development.

This is both a programming and an art-concentrated degree, highlighting what it takes to design and produce interactive virtual worlds, as well as how to create assets, characters, narratives, and environments. Students will graduate with a fundamental background in the sciences and mathematics required for gaming and acquire detailed, working knowledge of industry-standard software, including imaging, modeling, rendering, animation, programming, game engines, sound editors, and level design tools.

### Career and educational advancement opportunities

The Associate of Applied Science in Game Design & Simulation degree provides the student with well-rounded art and programming knowledge and experience, leading the marketable skills which are the foundation in current game development careers, including game art, programming, design, and development.

The faculty and program are attracting a diverse and non-traditional student body. Comprehensive support services are provided to ensure students have the resources they need to complete the program, graduate or transfer into a four-year institution. This innovative degree prepares the student for an exciting career, centered on cutting-edge interactive technology.

The associate degree, while occupational in nature, is transferable to UNM-Main, NMSU, and other four-year colleges and universities. These courses can be applied towards a variety of Bachelor programs in conjunction with the Interdisciplinary Film & Digital Media (IFDM) minor and/or concentration, including but not limited to Bachelor of Science in Computer Science, Bachelor of Business Administration, Bachelor of Fine Art, as well as degrees separate from the IFDM program specific to the UNM-Main.

### Program requirements

Total Credit Hours Required: 63

### Program learning goals

The Game Design & Simulation program provides students with quality instruction that will forge successful paths to game industry careers and bachelor degree programs.

Upon completion of the required courses for the Associate of Applied Science in Game Design & Simulation degree, the student will:

Demonstrate significant knowledge of the scientific and mathematical foundations of game design.

Plan and produce successful projects from conception to completion in a variety of media, including game art, game programming, and game development.

Graduate with a portfolio reel, highlighting the student's best work, as well as an accompanying webpage to self-promote and further career and/or educational opportunities.

- 1) Demonstrate an understanding of the components of game art and design (balance, unity, line, composition, color theory, visual rhythm, storyboarding, etc.) and use this language to discuss, debate, and create original game concepts.
- 2) Gain and demonstrate through project development an understanding of production and project management methodologies utilized in commercial studios, government labs, and other development industries.
- 3) Gain through direct experience an appreciation of interdisciplinary collaboration.

# DEGREES & COURSES

## CONTACT AND ADVISING INFORMATION

Information about the associate of applied science in game design & simulation program is available from the Advisement Center at 505.925.8560 or at [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Technology Program Coordinator Dr. Najib Manea at 505.925.8554 or at [nmanea@unm.edu](mailto:nmanea@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Courses:** ENGL 110 or ENGL 112 or ENGL 113, CS 150, Math 121.

## A.A.S. in Game Design & Simulation degree requirements

*The following are the course requirements for completion of an Associate of Applied Science in Game Design & Simulation degree. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Writing &amp; Speaking (6 credits)</b>			
ENGL 120	_____	_____	3
ENGL 219 or ENGL 220 or CJ 130 or PHIL 156	_____	_____	3
<b>Mathematics (3 credits)</b>			
MATH 150	_____	_____	3
<b>Physical &amp; Natural Sciences (3 credits)</b>			
PHYC 151	_____	_____	3
<b>Social &amp; Behavioral Sciences (3 credits)</b>			
PSY 105	_____	_____	3
<b>Fine Arts (3 credits)</b>			
ARTS 106	_____	_____	3
<b>Health Education (1 credits)</b>			
PENP 130 or 131 or 138 or 139	_____	_____	1
<b>Game Design &amp; Simulation Core Requirements (44 credits):</b>			
CS 151	_____	_____	3
IT 270	_____	_____	3
GAME 101	_____	_____	3
GAME 120	_____	_____	3
GAME 130	_____	_____	3
GAME 135	_____	_____	3
GAME 140	_____	_____	3
GAME 150	_____	_____	3
GAME 200	_____	_____	4
GAME 250	_____	_____	4
GAME 260	_____	_____	3
GAME 270	_____	_____	3
GAME 280	_____	_____	3
GAME 295	_____	_____	3

## Game Design & Simulation Certificate description

The Game Design & Simulation Certificate program will allow students to take their passion for playing games and shape it into the development of new games. Students will experience all aspects of the game design process from conception to completion. Students will study the function of games and game play, and will participate in the development of one or more interactive projects which address the technical challenges of game production.

Students will earn their certificate with a fundamental background in the sciences and mathematics required for gaming and will acquire detailed, working knowledge of industry standard software, including imaging, modeling, rendering, animation, programming, game engines, sound editors, and level design tools.

## Career and educational advancement opportunities

The Certificate in Game Design provides the student with a well-rounded art and programming knowledge and experience, leading to marketable skills that are the foundation in current game development careers.

This certificate, while occupational in nature, provides the foundation for entry-level employment and the basics to continue, if desired, to pursue the Associates of Applied Science degree in Game Design & Simulation.

## Program learning goals

The Certificate in Game Design provides students with quality instruction that will forge successful paths to game industry careers and bachelor-degree programs. Upon completion of the required courses, students will be able to:

- 1) Demonstrate significant knowledge of the mathematical and scientific foundations of Game Design.
- 2) Plan and produce successful projects from conception to completion in a variety of media, including game art, game programming, and game development.
- 3) Graduate with a portfolio reel, highlighting the student's best work, as well as an accompanying webpage to self-promote and further career and/or educational opportunities.
- 4) Demonstrate a solid understanding of the components of game art and design (balance, unity, line, composition, color theory, visual rhythm, storyboarding, etc.) and use this language to discuss, debate, and create original game concepts.
- 5) Demonstrate through project development an understanding of production and project management methodologies utilized in commercial studios, government labs, and other development industries.
- 6) Gain through direct experience an appreciation of interdisciplinary collaboration.

## Program requirements

Total Credit Hours required: 35

## Game Design & Simulation Certificate requirements

*The following are the course requirements for completion of a Game Design & Simulation Certificate. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Mathematics (3 credits)</b>			
MATH 150	_____	_____	3
<b>Physical &amp; Natural Sciences (3 credits)</b>			
PHYC 151	_____	_____	3
<b>Health Education (1 credits)</b>			
PENP 130 or 131 or 138 or 139	_____	_____	1
<b>Fine Arts (3 credits)</b>			
ARTS 106	_____	_____	3
<b>Game Design &amp; Simulation Certificate Core Requirements (25 credits)</b>			
CS 151	_____	_____	3
GAME 101	_____	_____	3
GAME 120	_____	_____	3
GAME 135	_____	_____	3
GAME 140	_____	_____	3
GAME 150	_____	_____	3
GAME 200	_____	_____	4
GAME 270	_____	_____	3

## LIBERAL ARTS

### Associate of Arts in Liberal Arts description

The associate of arts in liberal arts degree is designed to satisfy diverse educational interests. It provides the general curricula of the first two years of baccalaureate study for transfer to four-year institutions or may serve as an end in itself.

### Career and educational advancement opportunities

Upon completion of the degree, a student should have taken a number of introductory courses that satisfy the general education requirements of most four-year institutions in preparation for completion of a variety of baccalaureate programs.

### Program requirements

Total credit hours required: 61 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

A minimum of 20 credit hours must be completed at the 200+ level.

### Program learning goals

The liberal arts program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in a variety of disciplines.

Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate arts in liberal arts, our students will demonstrate that they have developed the ability to:

- 1) Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
- 2) Apply critical thinking skills to demonstrate: a) comprehension of subjects taken and, in particular, the chosen field of study; and b) practical application of information (e.g., interpreting effect of supply & demand in the market place; compare and contrast names, dates & important events in history as they affect current events; better understanding of national & international problems of our time such as homelessness health care, environment, poverty, crime).
- 3) Awareness of the human condition from an institutional perspective: religion, politics, government, environment, education.
- 4) Complete the first two years of a BA in a humanities, communication or social behavioral/science field.
- 5) Opportunities for success in whichever academic life goals the student chooses.

### CONTACT AND ADVISING INFORMATION

Information about the associate of arts in liberal arts degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Communication, Humanities, English & Social Sciences Chair, Jami Huntsinger, at 505.925.8622 or [jamilynn@unm.edu](mailto:jamilynn@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~



## Associate of Arts in Liberal Arts degree requirements

The following are the course requirements for completion of an Associate of Arts in Liberal Arts degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
_____	_____	_____	3

Select an additional course from ENGL 219, ENGL 220, CJ 130, or PHIL 156. Please note that the College of Arts & Sciences at UNM-Main requires no more than 6 credits from one subject under the Writing and Speaking area.

### Math: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Mathematics.

### Physical and Natural Sciences: (7-8 credits)

_____	_____	_____	3-4
_____	_____	_____	3-4

Select two courses from the UNM Core Curriculum, one of which must include a lab.

### Social and Behavioral Sciences: (9 credits)

_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences, and an additional course from the Arts & Sciences Social & Behavioral Sciences Group Requirements.

### Humanities: (9 credits)

_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Humanities, and an additional course from the Arts & Sciences Humanities Group Requirements.

### Fine Arts: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Fine Arts.

### Foreign Language: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

Select one course from UNM Core Curriculum in Foreign Language.

### General Electives: (12 credits)

_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

Select a minimum of 12 credits of electives from any academic field.

**Minimum of 20 credit hours at 200+ level: Yes [ ] No [ ]**

**Total Required: (61 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## STUDIO ART

### Associate of Arts in Studio Art description

The fine arts program at UNM-Valencia provides students with the first two years of study toward a Bachelor's Degree in Fine Arts (BFA) at UNM-Main.

Courses and course sequences are designed to encourage students to discover art principles and develop their creativity in such subjects as drawing, painting, ceramics, sculpture, photography, and electronic media.

Students also study art to broaden their cultural background and enhance their general education. The first level of courses is designed for beginning students with little or no experience in fine arts.

### Career and educational advancement opportunities

The associate of arts in studio arts degree program provides students with the courses necessary for completion of the first two years of study toward a bachelor's in fine arts at UNM-Main and most other four-year institutions.

### Program requirements

Total credit hours required: 64. It is recommended that students interested in pursuing a bachelor of fine arts should follow the associate of arts in liberal arts degree requirements.

### Program learning goals

The studio art program provides students with quality instruction in preparation for continuation of studies in a baccalaureate program in fine arts.

All course syllabi include course learning objectives indicating the skills and behaviors the student should know and be able to perform upon successful completion of each course in the program.

Upon successful completion of the required courses for the studio art certificate, our students will demonstrate that they have developed the ability to:

- 1) Appreciate art and culture.
- 2) Identify and define various concepts of the creative process in portfolios.
- 3) Produce visual art using skills, techniques and terminology in several mediums.
- 4) Apply the creative problem solving skills as part of a qualitative aesthetic process.

### CONTACT AND ADVISING INFORMATION

Information about the associate of arts in studio art is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Fine Arts Coordinator, Michael Ceschiat, at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19



## Associate of Arts in Studio Arts Degree requirements

The following are the course requirements for completion of an Associate of Arts in Studio Art. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
_____	_____	_____	3

*Select an additional course from UNM Core Curriculum in Writing and Speaking.*

### Math: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

*Select one course from the UNM Core Curriculum in Mathematics.*

### Physical and Natural Sciences: (7-8 credits)

_____	_____	_____	3-4
_____	_____	_____	3-4

*Select two courses from the UNM Core Curriculum in Physical and Natural Sciences, one of which must include a lab.*

### Social and Behavioral Sciences: (9 credits)

SOC 101	_____	_____	3
PSY 105	_____	_____	3

### Humanities: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

*Select two humanities courses, one from HIST 101, HIST 102, HIST 161, or HIST 162, and the second from PHIL 101, PHIL 156, or PHIL 245.*

### Foreign Language: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

*Select one course from UNM Core Curriculum in Foreign Language.*

### Studio Arts Core Requirements: (30 credits)

ARTH 101	_____	_____	3
ARTH 201	_____	_____	3
ARTH 202	_____	_____	3
ARTS 106	_____	_____	3
ARTS 125	_____	_____	3
ARTS 126	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

### Select four art studio courses based on one of two concentrations:

**Traditional Studio:** ARTS 168, ARTS 205, ARTS 207, ARTS 213, ARTS 268, ARTS 274, FA 229.

**Electronic Studio:** ARTS 130, ARTS 187, ARTS 231 and ARTS 289.

**Total Required: (64 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## Studio Art Certificate description

The fine arts program at UNM-Valencia provides students with opportunities to discover art principles and develop their creativity in such subjects as drawing, painting, ceramics, sculpture, and photography. Students also study art to broaden their cultural background and enhance their general education. The studio art certificate program is designed to provide a variety of experiences, and courses are planned to meet the needs of all levels of students. The first level of courses is designed for beginning students with little or no experience in fine arts.

## Career and educational advancement opportunities

The studio arts certificate program provides students with most courses of the first two years of study toward a bachelor's in fine arts at UNM-Main and most other four-year institutions.

## Program requirements

Total credit hours required: 36 (see checklist for specific requirements). It is recommended that students interested in pursuing a bachelor of fine arts should follow the associate of arts in liberal arts degree requirements (Pages 54-55).

## Program learning goals

The studio art program provides students with quality instruction in preparation for continuation of studies in a baccalaureate program in fine arts. All course syllabi include course learning objectives indicating the skills and behaviors the student should know and be able to perform upon successful completion of each course in the program. Upon successful completion of the required courses for the studio art certificate, our students will demonstrate that they have developed the ability to:

- 1) Appreciate art and culture.
- 2) Identify and define various concepts of the creative process in portfolios.
- 3) Produce visual art using skills, techniques and terminology in several mediums.
- 4) Apply the creative problem solving skills as part of a qualitative aesthetic process.

## CONTACT AND ADVISING INFORMATION

Information about the certificate in studio art is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Fine Arts Coordinator Michael Ceschiat at 505.925.8702 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

~ PLEASE SEE THE FOLLOWING PAGE FOR CERTIFICATE REQUIREMENTS AND SCHEDULER ~



## Studio Art Certificate requirements

The following are the course requirements for completion of the Studio Art Certificate. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (3 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
<b>Humanities: (3 credits)</b>			
HIST 101 or HIST 102	_____	_____	3
<b>Studio Arts Core Requirements: (30 credits)</b>			
ARTH 101	_____	_____	3
_____	_____	_____	3
<i>Select one additional ARTH elective course from any of the art history courses offered on campus.</i>			
ARTS 106	_____	_____	3
ARTS 125	_____	_____	3
ARTS 126	_____	_____	3
ARTS 207	_____	_____	3
ARTS 213	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3
_____	_____	_____	3

Select three additional ARTS elective courses for a minimum of nine credit hours from any art studio courses offered on campus.

**Total Required: (36 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.



## NURSING

### Associate of Science in Nursing description

The UNM-Valencia Associate Degree in Nursing is a competitive-entry program designed to graduate entry-level nurses who are able to promote, restore and maintain health for individuals, families and groups within our rural community and globally.

The UNM-Valencia nursing curriculum includes four semesters of nursing courses designed to prepare a beginning level nurse. The courses increase in complexity and address the following areas in the organizing framework: Culture and spirituality, critical thinking and nursing process, communication, and professionalism.

The New Mexico Board of Nursing (NMBON) has granted full approval to the UNM-Valencia Nursing Program.

### Career and educational advancement opportunities

The Associate Degree in Nursing offers a career mobility format that prepares students for beginning nursing practice in a variety of health care settings.

After completion of the Associate Degree in Nursing, the student may continue to a Baccalaureate Degree in Nursing (BSN) bridge program offered online at various four-year colleges and universities.

### Program requirements

- Completed application received in the Nursing Office by 5 p.m., on April 30 each year for Fall admission consideration. If the 30<sup>th</sup> falls on a weekend, it is due the following Monday by 5 p.m.
- TEAS V test as the Nursing Admission test. A minimum score of 64 percent is required
- Certified Nursing Assistant State Certification or current work as a Patient Care Technician or MA, with skills to be verified by Nursing program instructor
- Background check, to include finger printing
- Letter of intent and current resume
- Proof of immunity to Rubella, Measles, Mumps, Varicella and Hepatitis B
- Current negative PPD or negative chest X-ray within last three years
- Physical examination
- All pre-requisite courses complete with a "C" or better
- Official transcripts
- Proof of residency in UNM-Valencia service area if requesting additional selection point consideration
- Copy of DD214 if requesting military service selection point consideration

*Completion of the admission requirements makes the applicant eligible for consideration for admission to the UNM-Valencia Nursing Program. It does not guarantee admission.*

### Program learning goals

Graduates of the ASN program will be able to:

- 1) Provide culturally appropriate care in a variety of settings to a diverse population.
- 2) Use nursing process/critical thinking as a framework to provide safe and effective care for the client, family, and community.
- 3) Demonstrate therapeutic and effective communication skills in the provision of client care.
- 4) Display professional behaviors appropriate for the role of associate degree nurse including a commitment for life-long learning.

### CONTACT AND ADVISING INFORMATION

Information about the Associate of Science in Nursing degree is available through the Nursing Advisor, Tracy Owen at 505.295.8915 or [tracyb@unm.edu](mailto:tracyb@unm.edu) or the Program Director, Dianna Johnston, at 505.925.8872 or [dmjohnston@unm.edu](mailto:dmjohnston@unm.edu).

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~

## Course prerequisites

Students must complete 24 credit hours of prerequisites to be considered for admission to the ADN program.

Course	Credit Hours
BIOL 123/124L	4
BIOL 237/247L	4
CHEM 111L	4
ENGL 110 or 112 or 113	3
NUTR 244	3
PSY 105	3
HCHS 111	3

## Associate of Science in Nursing requirements

The following are the course requirements for completion of an Associate Degree in Nursing. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (3 credits)</b>			
ENGL 120	_____	_____	3
<b>Physical and Natural Sciences: (4 credits)</b>			
BIOL 238/248L	_____	_____	4
<b>Social and Behavioral Sciences: (3 credits)</b>			
PSY 220	_____	_____	3
<b>Nursing Core Requirements: (46 credits)</b>			
NURS 110	_____	_____	1
HCHS 125 or NURS 238	_____	_____	3
NURS 115	_____	_____	8
NURS 130	_____	_____	5
NURS 131	_____	_____	4
NURS 230	_____	_____	4
NURS 232	_____	_____	4
NURS 234	_____	_____	5
NURS 243	_____	_____	9
NURS 242	_____	_____	2
NURS 245	_____	_____	1

**Total Required: (80 credits – 24 prerequisites plus 56 program credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## Scratchpad Area

## EMERGENCY MEDICINE

### Associate of Science in Emergency Medicine description

The associate of science in emergency medical services degree provides the first two years of study for a student who plans to pursue a bachelor's degree in emergency medical services at UNM-Main.

### Career and educational advancement opportunities

Intended to prepare graduates to meet the professional educational needs of pre-hospital care providers, the associate of science in emergency medical services meets 1998 EMT National Standard Curriculum requirements and incorporates New Mexico requirements and EMT scope of practice.

Upon successful completion of degree requirements and a minimum GPA of 2.33, graduates will be qualified for New Mexico and National Registry testing and are eligible for admission to the UNM School of Medicine Emergency Medical Services Academy Bachelor of Science in Emergency Medical Service program to begin at the 300 level.

### Program requirements

Total credit hours required: 73 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The emergency medical services program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in emergency medical services paramedic program.

Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the emergency medical services program, our students will demonstrate that they have developed the ability to:

- 1) Recognize medical and traumatic emergencies and to intervene and stabilize patients while in transport to an advanced care facility.
- 2) Pre-hospital field techniques, including airway management and patient assessment and administration of intravenous fluids.
- 3) Have a working knowledge of pharmacology, the history of emergency medical services, the development of EMS systems and current trends and issues in EMS.

### CONTACT AND ADVISING INFORMATION

Information about the associate of science in emergency medical services degree is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Community Education Services Program Manager Rita Logan at 505.925.8970 or [rlogan@unm.edu](mailto:rlogan@unm.edu), or Coordinator Eileen Davis at 505.925.8970 or [eileend@unm.edu](mailto:eileend@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~



## Associate of Science in Emergency Medicine requirements

The following are the course requirements for completion of an Associate of Science in Emergency Medicine degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (12 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
ENGL 219	_____	_____	3
CJ 130	_____	_____	3
<b>Math: (6 credits)</b>			
MATH 121	_____	_____	3
STAT 145	_____	_____	3
<b>Physical and Natural Sciences: (16 credits)</b>			
BIOL 123/124L	_____	_____	4
BIOL 237/247L	_____	_____	4
BIOL 238/248L	_____	_____	4
CHEM 111	_____	_____	4
CHEM 121 (for the Paramedic Program)	_____	_____	4
<b>Social and Behavioral Sciences: (6 credits)</b>			
_____	_____	_____	3
_____	_____	_____	3
<i>Select two courses from the UNM Core Curriculum in Social and Behavioral.</i>			
<b>Humanities: (6 credits)</b>			
_____	_____	_____	3
_____	_____	_____	3
<i>Select two courses from the UNM Core Curriculum in Humanities.</i>			
<b>Fine Arts: (3 credits)</b>			
_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Fine Arts.</i>			
<b>Foreign Language: (3 credits)</b>			
_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Foreign Language.</i>			
<b>Emergency Medicine Core Requirements: (21 credits)</b>			
EMS 113	_____	_____	8
EMS 120 or EMS 106	_____	_____	3
EMS 142	_____	_____	2
EMS 143	_____	_____	1
EMS 151	_____	_____	2
EMS 180	_____	_____	5

**Total Required: (73 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## GENERAL SCIENCE

### Associate of Science in General Science description

The associate of science in general science degree provides the first two years of study for a student who plans to transfer to a four-year institution to pursue a bachelor's degree in science.

### Career and educational advancement opportunities

The associate of science in general science degree program includes many requirements for a bachelor's degree in the fields of biology, chemistry, mathematics, or physics in the UNM College of Arts and Sciences or health occupations such as dental hygiene, medical laboratory sciences, nursing, occupational therapy, pharmacy, physician's assistant programs, and radiography at the UNM-Main.

Students interested in applying to medical school, the physical therapy, or master's in occupational therapy program must first complete a baccalaureate degree. Students planning to transfer to a four-year institution for a baccalaureate degree must see an advisor to determine which courses are most appropriate for their major. Completion of this degree does not guarantee acceptance into a baccalaureate degree program. Students must earn a grade of "C" or better in all pre-admission course work.

### Program requirements

Total credit hours required: 60 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The general science program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in a variety of fields related to science, engineering, or the medical professions.

Course syllabi describe the learning objectives for each course that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate of science in general science, our students will demonstrate that they have developed the ability to:

- 1) Describe and apply a broad-based knowledge of information and concepts in two of the following areas: biology, chemistry, and physics.
- 2) Apply the scientific method of inquiry, critically evaluate experimental design, and create and interpret numerical and graphical data.
- 3) Use basic laboratory skills to investigate scientific questions – this includes understanding the use and application of common laboratory instruments and procedures.
- 4) Integrate and communicate scientific information to scientists and the general public.

### CONTACT AND ADVISING INFORMATION

Information about the associate of science in general science degree is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Mathematics, Engineering and Science Division, Dr. Miriam Chávez, at 505.925.8613 or [mjchavez@unm.edu](mailto:mjchavez@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~

## Associate of Science in General Science degree requirements

The following are the course requirements for completion of an Associate of Science in General Science degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
_____	_____	_____	3

*Select an additional course from ENGL 219, ENGL 220, CJ 130, or PHIL 156. Please note that the College of Arts & Sciences at UNM-Main requires no more than 6 credits from one subject under the Writing and Speaking area.*

### Math: (6-10 credits)

#### Mathematics Sequence 1:

MATH 121	_____	_____	3
MATH 180	_____	_____	3
MATH 181	_____	_____	3

*Select Mathematics Sequence 1 for a BS in Biology.*

#### Mathematics Sequence 2:

MATH 123	_____	_____	3
MATH 150	_____	_____	3
MATH 162L	_____	_____	4

*Select Mathematics Sequence 2 for a BS in Engineering or Physics.*

#### Mathematics Sequence 3:

MATH 120	_____	_____	3
STAT 145	_____	_____	3

*Select Mathematics Sequence 3 for a BSN in Nursing.*

### Social and Behavioral Sciences: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences.*

### Humanities: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

*Select two courses from the UNM Core Curriculum in Humanities.*

### Fine Arts: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

*Select one course from the UNM Core Curriculum in Fine Arts.*

### Foreign Language: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

*Select one course from UNM Core Curriculum in Foreign Language.*

~ SCHEDULER CONTINUED ON FOLLOWING PAGE ~

# DEGREES & COURSES

## General Science Core Requirements: (12-16 credits)

### Biology Sequence 1:

BIOL 201L	_____	_____	4
BIOL 202L	_____	_____	4

Select Biology Sequence 1 for a BS in Biology or Medical Technology or a PharmD in Pharmacy.

### Biology Sequence 2:

BIOL 123/124L	_____	_____	4
---------------	-------	-------	---

Select Biology Sequence 2 for health sciences programs.

### Chemistry Sequence 1:

CHEM 121/123L	_____	_____	4
CHEM 122/124L	_____	_____	4

Select Chemistry Sequence 1 for a BS in Biology, Chemistry, Engineering, or Medical Technology or a PharmD in Pharmacy.

### Chemistry Sequence 2:

CHEM 111L or CHEM 121/123L and CHEM 212	_____	_____	4  3
-----------------------------------------------	-------	-------	------------

Select Chemistry Sequence 2 for a BSN in Nursing or a BS in Dental Hygiene.

### Physics Sequence 1:

PHYC 151/151L	_____	_____	4
PHYC 152/152L	_____	_____	4

Select Physics Sequence 1 for a BS in Biology or a PharmD in Pharmacy.

### Physics Sequence 2:

PHYC 160/160L	_____	_____	4
PHYC 161/161L	_____	_____	4

Select Physics Sequence 2 for a BS in Engineering.

### Electives: (To total 60 credits)

_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4

Select up to 19 credits from among the following disciplines: ASTR, BIOL, CHEM, EPS, ENGL 219, ENGL 220, NUTR 244, PSY 105 or PHYC.

**Total Required: (60 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## Scratchpad Area

## HEALTH EDUCATION

### Associate of Science in Health Education description

The associate of science in health education degree provides the first two years of study for students planning to pursue a Bachelor of Science degree at UNM-Main in the professional areas of health education (school health education or community health education).

### Career and educational advancement opportunities

The associate of science in health education degree program includes multidisciplinary requirements needed to continue into a bachelor of science in health education program required for professional occupations in the area of community health or school health education.

Students must earn a grade of "C" or better in all pre-admission course work.

### Program requirements

Total credit hours required: 64 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The health education program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in health education.

Course syllabi describe the student learning outcomes for each course that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate of science in health education, our students will demonstrate they have developed the ability to:

- 1) Demonstrate health literacy skills – Health literacy is the capacity to obtain, interpret, and understand basic health information and services, and the competence to use such information and services in ways which are health-enhancing.
- 2) Administer CPR and first aid.
- 3) Demonstrate verbal and written skills to promote and communicate the importance of health literacy to each individual.
- 4) Understand and appreciate the skills needed to succeed in a career as a professional health educator.
- 5) Pursue a Bachelor of Science in Health Education at The University of New Mexico.

### CONTACT AND ADVISING INFORMATION

Information about the associate of science in health education is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Fitness & Wellness Education Center Manager, Dustin Shafer, at 505.925.8832 or [dshafer@unm.edu](mailto:dshafer@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~

# DEGREES & COURSES

## Associate of Science in Health Education degree requirements

The following are the course requirements for completion of an Associate of Science in Health Education degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (12 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
ENGL 219	_____	_____	3
CJ 130	_____	_____	3
<b>Math: (6 credits)</b>			
MATH 121	_____	_____	3
STAT 145	_____	_____	3
<b>Physical and Natural Sciences: (15 credits)</b>			
BIOL 123/124L	_____	_____	4
BIOL 237	_____	_____	3
CHEM 111L	_____	_____	4
NUTR 244	_____	_____	4
<b>Social and Behavioral Sciences: (6 credits)</b>			
PSY 105	_____	_____	3
_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Social and Behavioral.</i>			
<b>Humanities: (3 credits)</b>			
_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Humanities.</i>			
<b>Fine Arts: (3 credits)</b>			
_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Fine Arts.</i>			
<b>Foreign Language: (3 credits)</b>			
_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Foreign Language.</i>			
<b>Health Education Core Requirements: (16 credits)</b>			
HED 164L	_____	_____	3
HED 171	_____	_____	3
PENP 114	_____	_____	1
PENP 158 or PENP 159	_____	_____	1
PENP 165	_____	_____	1
HED 260	_____	_____	1
PENP 165	_____	_____	3
HED 293	_____	_____	3

*HED 260 has a co-requisite of HED 293.*

**Total Required: (64 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## GROUP FITNESS INSTRUCTOR LEADERSHIP

### Group Fitness Instructor Leadership Certificate description

The group fitness instructor leadership certificate is a one-year subset of the associate of science in health education degree program previously listed concentrating on most of the program-specific courses.

### Career and educational advancement opportunities

The group fitness instructor leadership certificate lays the foundation for a student to enter the fitness industry as a group fitness leader and continue to pursue the associate of science in health education or other related degree.

Course work will help prepare a student to take the American Council on Exercise examination for group fitness instructor national certification. Students must earn a grade of "C" or better in all pre-admission course work.

### Program requirements

Total credit hours required: 37 (see checklist for specific requirements).

### Program learning goals

The group fitness program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to lead group exercise classes for individuals from a variety of backgrounds.

Course syllabi describe the student learning outcomes for each course that contribute to the program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the group fitness instructor leadership certificate, our students will demonstrate they have developed the ability to:

- 1) Demonstrate skills needed to participate in cardio activities, resistance training, and flexibility training.
- 2) Demonstrate verbal and written skills to promote and communicate important health and exercise concepts and their application.
- 3) Lead group exercise classes for healthy adults, adults with disabilities and limitations, and special populations.
- 4) Administer CPR and first aid.
- 5) Appreciate the health benefits provided from exercising.
- 6) Pass the National American Council Group Fitness Instructor Exam.

### CONTACT AND ADVISING INFORMATION

Information about the group fitness instructor leadership certificate program is available from the Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Fitness & Wellness Education Manager Dustin Shafer at 505.925.8832 or [dshafer@unm.edu](mailto:dshafer@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** English (111) or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR CERTIFICATE REQUIREMENTS AND SCHEDULER ~

# DEGREES & COURSES

## Group Fitness Instructor Leadership Certificate requirements

The following are the course requirements for completion of the Group Fitness Instructor Leadership Certificate. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6 credits)</b>			
ENGL 110	_____	_____	3
CJ 130	_____	_____	3
<b>Math: (3 credits)</b>			
MATH 120 or 121	_____	_____	3
<b>Physical and Natural Sciences: (12 credits)</b>			
CHEM 111L	_____	_____	4
BIOL 123/124L	_____	_____	4
BIOL 237/247L	_____	_____	4
<b>Group Fitness Instructor Leadership Core Requirements: (16 credits)</b>			
HED 164L	_____	_____	3
HED 171	_____	_____	3
NUTR 244	_____	_____	3
PENP 114	_____	_____	1
PENP 158 or PENP 159	_____	_____	1
PENP 165	_____	_____	3
PEP 293	_____	_____	2

Before enrolling in PEP 293 students must have completed HED 164L.

**Total Required: (37 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.





## PRE-ENGINEERING

### Associate of Science in Pre-Engineering description

The associate of science in pre-engineering degree provides the first two years of study for a student who plans to transfer to a four-year institution to pursue a bachelor's degree in engineering.

### Career and educational advancement opportunities

The associate of science in pre-engineering degree program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in a variety of engineering fields such as Chemical & Nuclear, Civil, Construction, Mechanical, Electrical or Computer Engineering.

### Program requirements

Total credit hours required: 63 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The pre-engineering science program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies with an end to completing a bachelor's degree in engineering.

Course syllabi describe the learning objectives for each course that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate of science in general science, our students will demonstrate that they have developed the ability to:

- 1) Describe and apply a broad-based knowledge of information and concepts in engineering.
- 2) Take basic courses that are needed to continue with engineering degree at a four-year institution.

### CONTACT AND ADVISING INFORMATION

Information about the associate of science in general science degree is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Mathematics, Engineering and Science Division, Dr. Miriam Chávez, at 505.925.8613 or [mjchavez@unm.edu](mailto:mjchavez@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 150 & MATH 123 – or place into MATH 162;

**Credit hours:** 3 & 3; **COMPASS/ACT Minimum Scores:** 67/32

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~

## Scratchpad Area

# DEGREES & COURSES

## Associate of Science in Pre-Engineering Degree Requirements

The following are the course requirements for completion of an Associate of Science in Pre-Engineering degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
ENGL 219	_____	_____	3
<b>Math: (12 credits)</b>			
MATH 162L	_____	_____	4
MATH 163L	_____	_____	4
MATH 264L	_____	_____	4
<b>Physical and Natural Sciences: (16 credits)</b>			
CHEM 121 /123L	_____	_____	4
CHEM 122/124L	_____	_____	4
PHYC 160/L	_____	_____	4
PHYC 161/L	_____	_____	4
<b>Social and Behavioral Sciences: (6 credits)</b>			
ECON 105	_____	_____	3
_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Social and Behavioral Sciences.</i>			
<b>Humanities: (6 credits)</b>			
_____	_____	_____	3
_____	_____	_____	3
<i>Select two courses from the UNM Core Curriculum in Humanities.</i>			
<b>Fine Arts: (3 credits)</b>			
_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Fine Arts.</i>			
<b>Foreign Language: (3 credits)</b>			
_____	_____	_____	3
<i>Select one course from the UNM Core Curriculum in Foreign Language.</i>			
<b>Engineering Careers, Computer Science, and Engineering Core Requirements: (8 credits)</b>			
UNIV 175	_____	_____	1
CS 151	_____	_____	3
ENG 116	_____	_____	1
_____	_____	_____	3

Select one course contingent on specific engineering field as follows:

- 1) Chemical & Nuclear Engineering: CHNE 230 or CHNE 251,
- 2) Civil, Construction, or Mechanical Engineering: CE 202, or
- 3) Electrical & Computer Engineering: ECE 131.

**Total Required: (63 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## COMPUTER-AIDED DRAFTING

### A.A.S. in Computer-Aided Drafting description

According to the Bureau of Labor Statistics, “increases in overall construction activity stemming from U.S. population growth and the related need to improve the Nation’s infrastructure should spur demand for drafters trained in architectural and civil design.” Computers have taken over production drawing and are now being used in a variety of related fields; virtually all technical and scientific disciplines use technical drawings and are adopting computer-aided drawing and modeling. The associate of applied science in computer-aided drafting includes general education courses and is designed to improve analytic and communication skills. The core of the program consists of CAD courses with a heavy emphasis on lab work. Drafting conventions are covered in the architectural and technical drafting courses.

### Career and educational advancement opportunities

Upon completion of the associate of applied science in computer-aided drafting program, students are prepared for entry-level positions as CAD operators. Graduates of the program have been successfully placed, and many have already advanced to technician and project management positions. The associate of applied science in computer-aided drafting degree, while occupational in nature, can be transferred to the UNM-Main and applied toward a bachelor’s in organizational learning and instructional technologies in the College of Education. However, career-technical courses are not guaranteed to transfer as credit. Additionally, grades earned in technical courses are not to be included in the grade point average at the UNM-Main and may not be included in the GPA at other four-year institutions.

### Program requirements

Total credit hours required: 63 (minimum; see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The computer-aided drafting program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in the computer-aided drafting profession. Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students’ learning is evaluated. Upon successful completion of the required courses for the associate applied science in computer-aided drafting, our students will demonstrate that they have developed the ability to:

- 1) Communicate effectively in both oral and written form and use basic math to solve drawing problems.
- 2) Understand and apply necessary knowledge and skills in computer-aided drafting. These skills prepare students to solve drawing problems and execute drawings using drafting and design software.
- 3) Work as entry-level CAD operators in engineering firms.
- 4) Complete transferable academic courses that can be applied towards a BA in organizational learning and instructional technologies in the College of Education or in the School of Engineering and Architecture and Planning.

### CONTACT AND ADVISING INFORMATION

Information about the associate of applied science in computer-aided drafting degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Chair of the Business, Technology & Fine Arts Division, Michael Ceschiat, at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu), or the lead faculty for the program, Alex Sanchez, 505.925.8716 or [alexs@unm.edu](mailto:alexs@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

## A.A.S. in Computer-Aided Drafting degree requirements

The following are the course requirements for completion of an Associate of Science in Computer Aided Drafting degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
ENGL 219	_____	_____	3
<b>Math: (6 credits)</b>			
MATH 121 or MATH 150	_____	_____	3
MATH 123	_____	_____	3
<i>Engineering transfer students should select MATH 150.</i>			
<b>Physical and Natural Sciences: (8 credits)</b>			
CHEM 111L or	_____	_____	4
CHEM 122/124L			
PHYC 160L	_____	_____	4
<i>Engineering transfer students should select CHEM 123/124L and PHYC 160L.</i>			
<b>Social and Behavioral Sciences: (6 credits)</b>			
_____	_____	_____	3
_____	_____	_____	3
<i>Select two courses from AMST 182, AMST 185, ANTH 101, ANTH 130, ECON 105, ECON 106, GEOG 102, LING 101, POLS 110, POLS 200, PSY 105, SOC 101.</i>			
<b>Humanities, Fine Arts or Foreign Language: (3 credits)</b>			
_____	_____	_____	3
<i>Select one courses from ARTH 101, ARTH 201, ARTH 202, MUS 139, THEA 122, or any 3credit hour Art Studio (ARTS) course, HIST 101, HIST 102, HIST 161, HIST 162, PHIL 101, PHIL 201, RELIG 107, SPAN 101, SPAN 102, SPAN 201, SPAN 202, or SIGN 201.</i>			
<b>Computer Aided Drafting Core Requirements: (31-36 credits)</b>			
CS 150	_____	_____	3
IT 121	_____	_____	3
_____	_____	_____	3
<i>Select one IT elective (3 or higher credit hours).</i>			
CADT 150	_____	_____	3
CADT 185	_____	_____	4
CADT 195	_____	_____	4
CADT 260	_____	_____	4
CADT 270	_____	_____	4
CADT 295	_____	_____	1-4
_____	_____	_____	3-4
<i>Select one CADT course from CADT 160, CADT 180, CADT 255, or CADT 293.</i>			

**Total Required: (63-68 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## Computer-Aided Drafting Certificate description

The core of the computer-aided drafting certificate program consists of CAD courses with a heavy emphasis on lab work. The symbols and methods used in drafting are covered in the architectural and technical drafting courses. Operating systems and related computer skills are covered in the computer applications courses.

## Career and educational advancement opportunities

Upon completion of the computer-aided drafting certificate program students are prepared for entry-level positions as CAD operators.

Graduates of the program are successfully placed, and many have already advanced to technician and project management positions.

## Program requirements

Total credit hours required: 38 (see checklist for specific requirements).

## Program learning goals

Please refer to the associate of applied science in computer-aided drafting for information on learning goals for this program.

## CONTACT AND ADVISING INFORMATION

Information about the associate of applied science in computer-aided drafting degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Chair of the Business, Technology & Fine Arts Division, Michael Ceschiat, at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu), or the lead faculty for the program, Alex Sanchez, 505.925.8716 or [alexs@unm.edu](mailto:alexs@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR CERTIFICATE REQUIREMENTS AND SCHEDULER ~

## Scratchpad Area

## Computer-Aided Drafting Certificate requirements

The following are the course requirements for completion of a Certificate in Computer-Aided Drafting. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (3 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
<b>Math: (3 credits)</b>			
MATH 120	_____	_____	3
<b>Computer Aided Drafting Core Requirements: (32 credits)</b>			
CS 150	_____	_____	3
IT 121	_____	_____	3
_____	_____	_____	3
<i>Select one IT elective (3 or higher credit hours).</i>			
CADT 150	_____	_____	3
CADT 185	_____	_____	4
CADT 195	_____	_____	4
CADT 260	_____	_____	4
CADT 270	_____	_____	4
CADT 295	_____	_____	1-4
_____	_____	_____	3-4

*Select one CADT course from CADT 160, CADT 180, CADT 255, or CADT 293.*

**Total Required: (38 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.



## CONSTRUCTION TECHNOLOGY

### Associate of Applied Science in Construction Technology description

The associate of applied science degree in construction technology is designed for students entering apprenticeship-training programs. In addition to the 15 credit hours toward specific apprenticeship training, students will broaden their academic skills and develop an increased awareness of the workplace environment.

### Career and educational advancement opportunities

Upon completion of the associate of applied science degree in construction technology degree and at least 50 percent of the apprenticeship program, the student will be prepared for career advancement in the workplace which will likely lead to higher pay. In addition, group requirements and/or technical and academic core courses may transfer to programs in four-year universities.

### Program requirements

Total credit hours required: 60 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The construction technology program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in various construction trades.

Course syllabi describe specific learning objectives for each trade that contribute to the program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate applied science in construction technology, our students will demonstrate the following:

- 1) Basic skills in industry-specific trades.
- 2) Essential academic skills in English, math and reading for success in a workplace setting.
- 3) An understanding of basic construction safety.
- 4) Team-building and communication skills; and the basics of a good work ethic.

### CONTACT AND ADVISING INFORMATION

Information about the associate of applied science degree in construction technology degree program is available from Advisement Center, at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Chair of the Business, Technology & Fine Arts Division, Michael Ceschiat, at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 100 & MATH 193 – or place into MATH 120;

**Credit hours:** 4 & 2; **COMPASS/ACT Min. Scores:** 57 (pre-algebra)/19

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~

## Scratchpad Area

# DEGREES & COURSES

## A.A.S. in Construction Technology degree Requirements

The following are the course requirements for completion of an Associate of Applied Science in Construction Technology degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (12 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
ENGL 219	_____	_____	3
CJ 130	_____	_____	3
<b>Math: (6 credits)</b>			
MATH 120	_____	_____	3
STAT 145	_____	_____	3
<b>Physical and Natural Sciences: (7-8 credits)</b>			
_____	_____	_____	3-4
_____	_____	_____	3-4
<i>Select two courses from the UNM Core Curriculum, one of which must include a lab.</i>			
<b>Social and Behavioral Sciences: (3 credits)</b>			
PSY 105 or SOC 101	_____	_____	3
<b>Humanities: (6 credits)</b>			
_____	_____	_____	3
_____	_____	_____	3
<i>Select two courses from the UNM Core Curriculum in Humanities.</i>			
<b>Fine Arts: (2 credits)</b>			
ARTS 126	_____	_____	2
<b>Foreign Language: (3 credits)</b>			
SPAN 101	_____	_____	3
<b>Electives: (6 credits)</b>			
_____	_____	_____	3
_____	_____	_____	3
<i>Students must consult with an advisor to get a list of approved elective courses.</i>			
<b>Construction Technology Core Requirements: (15 credits)</b>			
CNST 293	_____	_____	3
CNST 293	_____	_____	3
CNST 293	_____	_____	3
JS 101L	_____	_____	6

**Total Required: (60 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

Need some help? Call Student Services at 925.8560



## DIGITAL MEDIA ARTS

### Associate of Applied Science in Digital Media Arts description

The associate of applied science in the digital media arts degree program offers general education and specialized design skills to students in a variety of media, including digital photography, graphic and web design, animation, video and film, and game art.

A primary objective of the program is to expand the creative, conceptual, and technical aspects of a student's visual thinking through multiple processes of creativity, refining a student's ability to observe, create, and analyze through design and project based work and enhance creative problem solving.

Another goal of this program is to support the self-realization of each student and to develop individuals who can grasp the physical and virtual world around them in a comprehensive and critical manner. Through this, students will be prepared for employment in a variety of fields, but most specifically in digital photography, web and graphic design, interactive media, the film industry, and entry-level game development.

### Career and educational advancement opportunities

The associate of applied science in the digital media arts degree provides the student with a well-rounded, design oriented applications knowledge base with the creative problem solving skills that employers desire in all the various careers in digital media today.

Many of the DMA core courses are preparatory classes for certifications in multiple software programs, including Adobe Photoshop, Illustrator, Flash, Dreamweaver and InDesign, as well as Autodesk Maya and Apple Final Cut Pro.

This DMA associate degree, while occupational in nature, is transferrable to the UNM-Main and can be applied towards a Bachelor's of Fine Arts in Photography or Electronic Arts, many of the Interdisciplinary Film and Digital Media Arts (IFDM) degrees, as well as a bachelor's in organizational learning and instructional technologies in the College of Education.

### Program requirements

Total credit hours required: 68 (minimum; see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The digital media arts program provides students with quality instruction that will forge successful paths to media industry careers and bachelor degree programs. Upon successful completion of the required courses for the associate of applied science in digital media arts, our students will:

- 1) Plan and produce a successful project from onset to completion in a variety of media including: print publication, web publication, photography portfolio, video as narrative, documentary, or interview, 2-D and 3-D animation, and/or game design document and concept art development.
- 2) Graduate with a reel highlighting the student's best work, as well as an accompanying webpage to self-promote and further either career or educational opportunities.
- 3) Develop a strong base in the knowledge of historical and contemporary digital media art development and practitioners in the field.
- 4) Have an enhanced ability to think visually and communicate their ideas as such by discussing and defending their work and critiquing others in relation to concepts, ideas, techniques, processes, and experiences.
- 5) Develop a familiarity with the variety of media and software available in digital arts and understand the limitations and opportunities offered by these various materials and techniques.
- 6) Demonstrate an excellent understanding of the components of art and design (balance, unity, line, composition, color theory, visual rhythm, etc ... ), and use this language to discuss, debate, and create.
- 7) Gain a positive interdisciplinary attitude.

### CONTACT AND ADVISING INFORMATION

Information about the associate of applied science in digital media arts is available from Advisement & Counseling at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Fine Arts Coordinator, Michael Ceschi at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu) or the Digital Media Arts lead faculty, Alexa Wheeler at 505.925.8702 or [alexa08@unm.edu](mailto:alexa08@unm.edu).

# DEGREES & COURSES

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

## A.A.S. in Digital Media Arts degree requirements

The following are the course requirements for completion of an Associate of Applied Science in Digital Media Arts degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
CJ 130 or ENGL 219	_____	_____	3
<b>Math: (3-4 credits)</b>			
_____	_____	_____	3-4
<i>Select one course from the UNM Core Curriculum in Mathematics.</i>			
<b>Physical and Natural Sciences: (7 credits)</b>			
_____	_____	_____	3-4
_____	_____	_____	3-4
<i>Select two courses from the UNM Core Curriculum, one of which must include a lab.</i>			
<b>Social and Behavioral Sciences: (6 credits)</b>			
PSY 105	_____	_____	3
SOC 101	_____	_____	3
<b>Humanities: (6 credits)</b>			
_____	_____	_____	3
_____	_____	_____	3
<i>Select two courses from the UNM Core Curriculum in Humanities.</i>			
<b>Fine Arts: (3 credits)</b>			
_____	_____	_____	3
<i>Select one course from ARTH 101, ARTH 201, or ARTH 202.</i>			
<b>Foreign Language: (3 credits)</b>			
_____	_____	_____	3
<i>Select one course from UNM Core Curriculum in Foreign Language.</i>			
<b>Digital Media Arts Core Requirements: (22-24 credits)</b>			
ARTS 106	_____	_____	3
ARTS 125	_____	_____	3
ARTS 130	_____	_____	3
ARTS 187	_____	_____	3
DMA 100	_____	_____	3

DMA 270	_____	_____	3
MA 110	_____	_____	3
_____	_____	_____	1-3

*Select one IT course (to be approved by DMA faculty).*

## Concentration areas:

### Digital Photo Concentration: (9 credits)

ARTH 210	_____	_____	3
ARTS 231 or MA 111	_____	_____	3
ARTS 289	_____	_____	3

### Digital Graphics and Web Design Concentration: (9 credits)

IT 205	_____	_____	3
IT 270	_____	_____	3
OBT 260	_____	_____	3

### Digital Animation Concentration: (10 credits)

ARTS 126	_____	_____	3
CADT 180	_____	_____	4
IT 270	_____	_____	3

*Digital Animation students may take an IT elective for 2 credits only (to be approved by DMA faculty).*

**Total Required: (68-74 credits)** *Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.*

## Digital Media Arts Certificate description

The digital media arts certificate program is a subset of the associate of applied science in digital media arts degree offering only the specific design and computer imaging skills to train the student to provide essential digital media technology assistance in the business environment.

As with the associate's degree program, students are prepared for employment in the fields of digital imaging, graphic, multimedia, and web design.

## Career and educational advancement opportunities

The digital media arts certificate provides the student with the same well-rounded, design-oriented, applications knowledge base and creative problem solving skills that employers will appreciate in the digital media professional. In addition, the DMA core courses will help prepare the student for national certification.

## Program requirements

Total credit hours required: 37 (see checklist for specific requirements).

## Program learning goals

Please refer to the Associate of Applied Science in Digital Media Arts on Page 79 for the program's learning goals.

## CONTACT AND ADVISING INFORMATION

Information about the certificate in digital media arts is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Fine Arts Coordinator Michael Ceschiati at 505.925.8712 or [ceschiati@unm.edu](mailto:ceschiati@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or

# DEGREES & COURSES

through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

## Digital Media Arts Certificate requirements

The following are the course requirements for completion of the Digital Media Arts Certificate. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (3 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
<b>Math: (3 credits)</b>			
MATH 120	_____	_____	3
<b>Digital Media Arts Core Requirements: (31 credits)</b>			
ARTS 106	_____	_____	3
ARTS 125	_____	_____	3
ARTS 130	_____	_____	3
DMA 100	_____	_____	3
ARTS 187	_____	_____	3
ARTS 289	_____	_____	3
CADT 180	_____	_____	3
CS 150	_____	_____	3
IT 205 or IT 270	_____	_____	3
MA 110	_____	_____	4

**Total Required: (37 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.



## GENERAL STUDIES

### Associate of Applied Science in General Studies description

The aim of the associate of applied science in general studies degree is to provide a variety of experiences that broadens academic understanding, increases knowledge of the relationships across the disciplines and helps develop an increased awareness of others and of the environment.

### Career and educational advancement opportunities

A student who is awarded this degree is prepared to enter jobs that require one or two years of college but do not require a declared major field of study. In addition, group requirements, other than technical courses, may transfer to academic programs in four-year universities.

### Program requirements

Total credit hours required: 61 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The general studies program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to continue their studies in a wide variety of academic or career-technical areas.

Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the associate applied science in general studies, our students will demonstrate that they have developed the ability to:

- 1) Broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
- 2) Apply critical thinking skills to demonstrate: a) comprehension of subjects taken and, in particular, the chosen field of study; and b) practical application of information (e.g., interpreting effect of supply & demand in the market place; compare and contrast names, dates & important events in history as they affect current events; better understanding of national & international problems of our time such as homelessness health care, environment, poverty, crime).
- 3) Awareness of the human condition from an institutional perspective: religion, politics, government, environment, education.
- 4) Complete the first two years of any baccalaureate field.
- 5) Opportunities for success in whichever academic life goals the student chooses.

### CONTACT AND ADVISING INFORMATION

Information about the associate of applied science in general studies degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Communication, Humanities, English & Social Sciences Division Chair, Dr. Jami Huntsinger at 505.925.8622 or [jamilynn@unm.edu](mailto:jamilynn@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

~ PLEASE SEE THE FOLLOWING PAGE FOR DEGREE REQUIREMENTS AND SCHEDULER ~

## Associate of Applied Science in General Studies degree requirements

The following are the course requirements for completion of an Associate of Applied Science in General Studies degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 120	_____	_____	3
_____	_____	_____	3

Select an additional course from UNM Core Curriculum in Writing and Speaking.

### Physical and Natural Sciences: (10 credits)

_____	_____	_____	3-4
_____	_____	_____	3-4
_____	_____	_____	3-4

Select three courses from the UNM Core Curriculum in Physical and Natural Sciences (two courses required by UNM, one of which must include a lab) and/or Mathematics (3 credits required by UNM).

### Social and Behavioral Sciences: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Social and Behavioral Sciences.

### Humanities: (6 credits)

_____	_____	_____	3
_____	_____	_____	3

Select two courses from the UNM Core Curriculum in Humanities (6 credits required by UNM) and/or Fine Arts (3 credits required by UNM).

### Electives: (30 credits)

_____	_____	_____	1-4
_____	_____	_____	1-4
_____	_____	_____	1-4
_____	_____	_____	1-4
_____	_____	_____	1-4
_____	_____	_____	1-4
_____	_____	_____	1-4
_____	_____	_____	1-4
_____	_____	_____	1-4
_____	_____	_____	1-4

Select a minimum of 30 credits of electives, at least 15 of which must be academic with the balance selected from any career-technical field.

**Total Required: (61 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## INFORMATION TECHNOLOGY

### A.A.S. in Information Technology description

The associate of applied science in information technology degree program offers general education and specific computer skills designed to train the student to provide essential computer-related assistance in the business environment. The degree will give the student skills in hardware maintenance, networking, database development, programming fundamentals, and web design.

### Career and educational advancement opportunities

The associate of applied science in information technology degree provides the student with a well-rounded knowledge base, trouble-shooting skills, and customer service techniques that employers will appreciate in an IT professional. In addition, the IT core courses will help prepare the student for national certification. The associate of applied science in information technology degree, while occupational in nature, can be transferred to the UNM-Main and applied towards a bachelor's in organizational learning and instructional technologies at the College of Education. However, career/technical courses are not guaranteed to transfer as credit. Additionally, grades earned in technical courses are not included in the grade point average at the UNM-Main and may not be included in the GPA of other four-year institutions.

### Program requirements

Total credit hours required: 65 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The information technology program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in the information technology profession. Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate of applied science in information technology, our students will demonstrate that they have developed the ability to:

- 1) Students will demonstrate broad-based skills in and knowledge of installing and maintaining computer hardware and various network environments. These skills prepare students to solve computer hardware and network problems. This leads to completing the certification A++ test and obtaining an entry-level position as a computer hardware or network technician.
- 2) Students will create a website using good design principles while adhering to web development protocol, and will incorporate graphics and animations to enhance the website. Students will use HTML programming skills to identify and fix problems within webpages. This will lead to obtaining an entry-level position in web design and implementation.
- 3) Students will develop a complete multi-table database application according to user specifications, to include development of the user interface and macros for advanced functionality. This will lead to an entry-level position in database design and development.
- 4) Students will create basic programs using a programming language, such as Java or C++, and be able to identify and fix problems within the programming code.
- 5) At the completion of this degree, the student will be able to continue to pursue a BA in Organizational Learning and Instructional Technology.

### CONTACT AND ADVISING INFORMATION

Information about the associate of applied science in computer-aided drafting degree program is available from Advisement & Counseling at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Chair of the Business, Technology & Fine Arts Division, Michael Ceschiat, at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 120 & MATH 106 – or place into MATH 121;

**Credit hours:** 3 & 1; **COMPASS/ACT Minimum Scores:** 55/22

# DEGREES & COURSES

## A.A.S. in Information Technology degree requirements

The following are the course requirements for completion of an Associate of Applied Science in Information Technology degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
------	----------	-------	---------

### Writing and Speaking: (9 credits)

ENGL 110 or 112 or 113	_____	_____	3
ENGL 119	_____	_____	3
CJ 130	_____	_____	3

### Math: (3 credits)

MATH 121 or MATH 129	_____	_____	3
----------------------	-------	-------	---

Students transferring to the OILS program at UNM's College of Education or engineering will need to take MATH 121.

### Physical and Natural Sciences: (4 credits)

_____	_____	_____	4
-------	-------	-------	---

Select one course (must include a lab) from the UNM Core Curriculum in Physical and Natural Sciences.

### Technical Writing, Communication, Humanities and Social Sciences: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

Select one course from ENGL 219, CJ 221 or the UNM Core Curriculum in Humanities or Social and Behavioral Sciences.

### Writing, Fine Arts and Foreign Language: (3 credits)

_____	_____	_____	3
-------	-------	-------	---

Select one course from ENGL 102 or the UNM Core Curriculum in Fine Arts or Foreign Language.

### General Business and Information Technology Core Requirements: (43 credits)

OBT 105	_____	_____	1
CS 150 or OBT 263	_____	_____	3
CS 151 or CS 152	_____	_____	3
MGMT 116	_____	_____	3
EDUC 293	_____	_____	2

EDUC 293, a topics course, must focus on career planning.

IT 121	_____	_____	3
IT 122	_____	_____	3
IT 125	_____	_____	3
IT 131	_____	_____	3
IT 140	_____	_____	3
IT 205	_____	_____	3
IT 222	_____	_____	3
IT 230	_____	_____	4
IT 270	_____	_____	3
IT 295	_____	_____	3

**Total Required: (65 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.



## Information Technology Certificate description

The information technology certificate program is a subset of the associate of applied science in information technology degree program which offers specific computer skills designed to train the student to provide essential computer-related assistance in the business environment. This certificate program is geared for the student who wants to gain experience in computer maintenance, database development, and web design in a shorter time frame.

## Career and educational advancement opportunities

The information technology certificate program provides the student with trouble-shooting skills and customer service techniques that employers will appreciate in an IT professional. In addition, the IT core courses will help prepare the student for national certification.

## Program requirements

Total credit hours required: 32 (minimum; see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

## Program learning goals

Please refer to the associate of applied science in information technology for information on learning goals for this program.

## CONTACT AND ADVISING INFORMATION

Information about the associate of applied science in information technology degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Chair of the Business, Technology & Fine Arts Division, Michael Ceschiat, at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

## Information Technology Certificate requirements

The following are the course requirements for completion of the Information Technology Certificate. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (6 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
CJ 130	_____	_____	3
<b>General Business and Information Technology Core Requirements: (26-27 credits)</b>			
OBT 105	_____	_____	1
CS 150 or OBT 263	_____	_____	3
MGMT 116	_____	_____	3
EDUC 293	_____	_____	2
<i>EDUC 293, a topics course, must focus on career planning.</i>			
IT 121 or IT 230 or IT 270	_____	_____	3-4
IT 122	_____	_____	3
IT 125	_____	_____	3
IT 131	_____	_____	3
IT 205	_____	_____	3
IT 295	_____	_____	3

**Total Required: (32-33 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.

## OFFICE AND BUSINESS TECHNOLOGY

### A.A.S. in Office & Business Technology description

As technology continues to expand, so does the necessity for well-qualified office personnel. Cutting edge computers and electronic communication equipment are a vital part of the 21st Century office.

Organizations need timely and effective office and administrative support in order to meet the needs of today's demanding and complex office. Administrative Assistant and Support Service positions will continue to be available to qualified individuals and are available in virtually every sector of the economy: education, legal, medical, government, and small and large businesses. The majority of this degree can be taken online.

### Career and educational advancement opportunities

Upon completion of the associate of applied science in office & business technology program, students will be ready to obtain an office position. In order to advance students are encouraged to take the Microsoft Office Specialist Exam (MOS) and join a professional organization such as: the International Association of Administrative Professionals (IAAP) and work toward becoming a Certified Administrative Professional (CPA). These certifications will be beneficial for students who wish to advance or obtain top positions.

The associate of applied science office and business technology degree, while occupational in nature, can be transferred to the UNM-Main and applied towards a Bachelor's in Organizational Learning and Instructional Technology (OLIT) in the College of Education. However, career-technical courses are not guaranteed to transfer as credit. Additionally, grades earned in career/technical courses are not included in the grade point average at the UNM-Main and may not be included in the grade point average of other four-year institutions.

### Program requirements

Total credit hours required: 69 (see checklist for specific requirements). Please refer to The University of New Mexico Core Curriculum on Pages 28-29 for a list of allowable core curriculum elective courses.

### Program learning goals

The office & business technology program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in the office administration profession. Course syllabi describe the learning objectives that contribute to the Program learning goals and explain how students' learning is evaluated. Upon successful completion of the required courses for the associate applied science in office & business technology, our students will demonstrate that they have developed the ability to:

- 1) Understand and possess broad-based knowledge of information and concepts related to writing & speaking, mathematics, physical & natural sciences, social & behavioral sciences, humanities, foreign language, and fine arts.
- 2) Use electronic equipment to compose letters, memos, and emails; send and receive faxes; answer phones and schedule meetings.
- 3) Use a variety of software programs to create spreadsheets, databases, publications and presentations.
- 4) Become Certified in Microsoft Office System (MOS) and Office Professional Assessment Certification (OPAC).
- 5) Obtain an entry-level position as an administrative assistant in an office environment such as: medical, legal, education, government and small or large business.
- 6) Complete transferable academic courses which can be applied towards a BA in organizational learning and instructional technologies in the College of Education.

### CONTACT AND ADVISING INFORMATION

Information about the associate of applied science office and business technology degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Chair of the Business, Technology & Fine Arts Division, Michael Ceschiat, at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

### Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

## A.A.S. in Office and Business Technology degree requirements

The following are the course requirements for completion of an Associate of Applied Science in Office and Business Technology degree. Students should see an advisor to customize their educational plans.

Area	Semester	Grade	Credits
<b>Writing and Speaking: (9 credits)</b>			
ENGL 110 or 112 or 113	_____	_____	3
ENGL 119	_____	_____	3
ENGL 120 or CJ 130	_____	_____	3

**Mathematics and Physical and Natural Sciences: (3 credits)**

_____	_____	_____	3
-------	-------	-------	---

Select a non-developmental mathematics course or one course from the UNM Core Curriculum in Physical and Natural Sciences.

**Social and Behavioral Sciences: (3 credits)**

_____	_____	_____	3
-------	-------	-------	---

Select one course (must include a lab) from the UNM Core Curriculum in Social and Behavioral Science.

**Fine Arts, Humanities, and Foreign Language: (3 credits)**

_____	_____	_____	3
-------	-------	-------	---

Select one course from the UNM Core Curriculum in Fine Arts, Humanities or Foreign Language.

**Office and Business Technology Core Requirements: (51 credits)**

CS 150	_____	_____	3
IT 121	_____	_____	3
IT 122	_____	_____	3
MGMT 113	_____	_____	3
MGMT 116	_____	_____	3
OBT 101 or MGMT 101 and MGMT 101L	_____	_____	3-4
OBT 110	_____	_____	3
OBT 111	_____	_____	3
OBT 112	_____	_____	3
OBT 205	_____	_____	3
OBT 219 or OBT 221 or IT 222	_____	_____	3
OBT 235	_____	_____	3
OBT 257	_____	_____	3
OBT 260	_____	_____	3
OBT 263	_____	_____	3
OBT 265	_____	_____	3
OBT 295	_____	_____	3

**Total Required: (69 credits)** Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this degree.

## Office & Business Technology Certificate description

The office and business technology certificate is a one-year program that consists of a subset of the associate of applied science office and business technology degree program.

It provides information technology, general business courses, and various OBT courses designed to prepare the student for a successful career in secretarial administration.

Career and educational advancement opportunities Students may apply the courses listed in the office and business technology certificate program toward the associate of applied science in office and business technology degree.

## Program requirements

Total credit hours required: 36 (see checklist for specific requirements).

## Program learning goals

Please refer to the associate of applied science in office & business technology for information on learning goals for this program.

## CONTACT AND ADVISING INFORMATION

Information about the associate of applied science office and business technology degree program is available from Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu) or the Chair of the Business, Technology & Fine Arts Division, Michael Ceschiat, at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

## Office and Business Technology Certificate requirements

*The following are the course requirements for completion of the Office and Business Technology Certificate. Students should see an advisor to customize their educational plans.*

### Office and Business Technology Core Requirements: (33 credits)

CS 150	_____	_____	3
IT 121	_____	_____	3
MGMT 113	_____	_____	3
OBT 101	_____	_____	3
OBT 110	_____	_____	3
OBT 111	_____	_____	3
OBT 112	_____	_____	3
OBT 205	_____	_____	3
OBT 235	_____	_____	3
OBT 257	_____	_____	3
OBT 295	_____	_____	3

**Total Required: (36 credits)** *Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

## ALLIED HEALTH

### Allied Health program description

The Allied Health program includes Personal Care Attendant (PCA-Home Health Aide), Nursing Assistant (CNA) and Phlebotomy Technician (PBT).

Each program is designed in a short-term format featuring hands-on, skills-based learning techniques in the UNM-Valencia lab followed by clinical skills training in various healthcare settings specific to each course.

UNM Certificates of Completion are awarded upon successful completion of each of the Allied Health programs.

### Career and educational advancement opportunities

Students may enroll in any of the health sciences programs offered at UNM-Valencia as they build on basic skills required in the healthcare field. For example, PCA's are in demand in assisted living facilities and home healthcare. The basic skills learned in the PCA program are enhanced in the CNA classes and clinical settings and prepare students to sit for the certification exam and for work in healthcare facilities under the supervision of a Registered Nurse (RN).

Phlebotomists are in demand in many healthcare settings as well as in testing and reference laboratories. Prospective nursing students are often advised to take the CNA program prior to enrolling in local schools of nursing.

Students who intend to transfer to a four-year college or university may enroll in the Associate of Science in General Science which provides the academic core required for many careers in healthcare. For more information, students should confer with an advisor.

### Program requirements

Total credit hours required: Nursing Assistant: 8 credit hours to include 96 hours lecture/skills lab and 32 hours clinical; Personal Care Attendant (Home Health Aide): 5 credit hours to include 64 hours lecture/skills lab and 16 hours clinical/job shadowing; and Phlebotomy Technician: 12 credit hours to include 120 hours lecture/skills lab and 120 hours clinical.

Prior to entering clinical setting in the final week of class, students must be certified in American Heart Association Basic Life Support for Healthcare Providers CPR. In addition to tuition and lab fees, the following fees are required and are paid to outside agencies. They may run up to \$175, depending on the course. Specific information will be available in course syllabus on the first day of class.

- American Heart Association (AHA) Healthcare Provider CPR certification. UNM-Valencia is an Authorized AHA Training Center. Register for courses at Community Education Services located on the SCC Building second floor.
- State of New Mexico, Department of Health background check.
- Documentation of immunizations, including Flu, MMR, Hepatitis B, TDaP, Varicella and TB screening.
- Physical exam. Health form available the first day of class.

### Program learning goals

The Allied Health program provides students with quality instruction in preparation for successful employment in an entry-level health field. All course syllabi include course learning objectives indicating the skills and behaviors the student should know and be able to perform upon successful completion of each course in the program.

Upon successful completion of the required courses for each Allied Health program, our students will demonstrate:

- 1) Workplace skills specific to healthcare careers.
- 2) Knowledge of local, state and federal guidelines that apply to the healthcare industry.
- 3) Basic knowledge of anatomy and physiology.
- 4) Knowledge of records documentation and basic medical terminology.
- 5) Team-building and communication skills; the basics of a good work ethic; and successful job-seeking strategies.
- 6) Where applicable, students will be prepared for the certification exam specific to the course.

### CONTACT AND ADVISING INFORMATION

Information about the Allied Health program is available from the Advisement Center at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or Allied Health Sciences Coordinator Rita Logan at 505.925.8970 or [rlogan@unm.edu](mailto:rlogan@unm.edu), or Coordinator Eileen Davis at 505.925.8970 or [eileend@unm.edu](mailto:eileend@unm.edu).

## Course prerequisites

Students must meet prerequisites by achievement of minimum placement scores on the COMPASS or ACT or through completion of course work.

**Course:** ENGL 100 & UNIV 101 or equivalent – or place into ENGL 110;

**Credit hours:** 4 & 3; **COMPASS/ACT Minimum Scores:** 75/19

**Course:** MATH 099 – or place into MATH 100 or higher;

**Credit hours:** 4; **COMPASS/ACT Minimum Scores:** 36 (pre-algebra)/16

## Allied Health Certificate requirements

*The following are the Allied Health programs requirements, and are eligible for UNM certificates. Please note that these are separate programs and not a sequence of courses toward a particular program.*

Area	Semester	Grade	Credits
<b>Nursing Assistant: (8 credits)</b>			
CNA 101L	_____	_____	8
<b>Personal Care Attendant (Home Health Aide): (5 credits)</b>			
PCA 101L	_____	_____	5
<b>Phlebotomy Technician: (12 credits)</b>			
PBT 101L	_____	_____	8
PBT 102L	_____	_____	4

## SUSTAINABLE BUILDING

### Sustainable Building Certificate description

The Sustainable Building Certificate provides a foundation for students who are pursuing a career in the building sector of the new green economy (see list of related employment opportunities below) and by those currently working in the building industry who wish to augment their skills and enhance opportunities for advancement.

The Sustainable Building Certificate focuses on green building principles and solutions as they apply to both residential and commercial construction. Regarding greenhouse gasses and fossil fuel use, buildings are a surprisingly large part of the problem.

According to Year 2000 data from the U.S. Energy Information Administration, buildings account for 48 percent of all energy consumption and GHG emissions annually. Seventy-six percent of all power plant-generated electricity is used to operate buildings.

Sustainable or green building encompasses an array of practices and techniques to reduce the impacts of buildings on the environment and human health.

### Career and educational advancement opportunities

The following is a list of employment opportunities for students who successfully complete the sustainable building certificate program:

- Energy auditors
- Solar system installers
- Trainers
- Building inspectors
- Facility and property managers
- Contractors and builders
- Landscape designers
- HVAC contractors
- Design professionals – architects, engineers, planners, and interior designers
- Building owners and developers

## Program requirements

Total credit hours required: 29 (see checklist for specific requirements).

## Program learning goals

The sustainable building certificate program provides students with quality instruction to facilitate mastery of the knowledge, skills and behaviors necessary to be successful in the green building sector of the economy. Students will learn about advances in building science, building processes and building materials for both new and existing buildings.

Course syllabi describe the learning objectives for each course that contribute to the Program learning goals and explain how students' learning is evaluated.

Upon successful completion of the required courses for the, our students will demonstrate that they have developed the ability to:

- 1) Apply knowledge and skills related to sustainable building practices.
- 2) Interpret and apply energy codes and building rating systems.
- 3) Evaluate solar and other renewable energy options for new and existing buildings.
- 4) Conduct on-site energy audits (using a blower door and an infrared camera).
- 5) Evaluate building performance and energy code compliance using energy analysis software.

## CONTACT AND ADVISING INFORMATION

Information about the sustainable building certificate is available from Advisement & Counseling at 505.925.8560 or [vcadvise@unm.edu](mailto:vcadvise@unm.edu), or the Business, Technology and Fine Arts Division Chair, Michael Ceschiat, at 505.925.8712 or [ceschiat@unm.edu](mailto:ceschiat@unm.edu).

## Sustainable Building Certificate requirements

*The following are the course requirements for completion of the Sustainable Building Certificate. Students should see an advisor to customize their educational plans.*

Area	Semester	Grade	Credits
<b>Sustainable Building Core Requirements: (29 credits)</b>			
CADT 150	_____	_____	3
CNST 104	_____	_____	4
CNST 204	_____	_____	4
SUST 120	_____	_____	3
SUST 150	_____	_____	3
SUST 230	_____	_____	3
SUST 250	_____	_____	3
SUST 260	_____	_____	3
SUST 295	_____	_____	3

**Total Required: (29 credits)** *Students transferring to UNM-Main and other four-year institutions should be aware that core curriculum requirements are not necessarily met upon the completion of this certificate.*

## Scratchpad Area

## DEFINITIONS OF COURSE OFFERINGS

### Academic course offerings

Within the limits of its facilities and resources, UNM-Valencia is able to offer any University of New Mexico course up to the 299-level.

Enrolling for a UNM course at UNM-Valencia is equivalent to taking the course at UNM-Main.

Consequently, there is no need for petitioning to transfer academic courses to UNM-Main.

### Career/technical course offerings

UNM-Valencia offers a variety of courses developed by UNM-Valencia for various business, technology and health-related programs.

These courses, which are not generally accepted at UNM-Main or other four-year institutions as credits toward a bachelor's degree program, have the following prefixes: CNA, CAD, CT, GENS, JS, IT, OBT, PBT and PCA.

### Developmental studies course offerings

UNM-Valencia also offers precollege studies courses aimed at preparing students for college-level studies.

In English and Mathematics, these courses have numbers less than 101 (i.e., 099 & 100).

We also offer academic studies courses in English (UNIV 101, ACAD 100, ACAD 101) and mathematics (MATH 193) aimed at improving reading and studies skills.

These courses do not count toward a certificate or associate degree at UNM-Valencia, nor are they accepted at UNM-Main or other four-year institutions as credits towards a bachelor's degree program.

### UNM Core Curriculum and N.M. Lower-Division General Education Common Core Curriculum Offerings

Courses which are part of the 37-credit hour UNM Core Curriculum or 35-credit hour New Mexico Lower-Division General Education Common Core Curriculum are noted as such in italics at the end of the course description.

Detailed descriptions of the UNM Core Curriculum and the New Mexico Lower-Division General Education Common Core Curriculum are listed in the Academic Curricula and Degree Requirements section.

Please note that Art Studio and Foreign Language courses are not part of the New Mexico Lower-Division General Education Common Core Curriculum and that certain Literature courses are not part of the UNM Core Curriculum.

### Glossary of terms used

**Also offered as:** Indicates that a course is the equivalent of another course, both of which are offered simultaneously (e.g., ANTH 110 & LING 101). Students may receive credit for one course only.

**Clinical:** Some health occupations courses require that the student spend a prescribed amount of hours applying learned skills in a clinical (i.e., "on the job") setting.

**Core:** Indicates whether a course is part of the UNM Core Curriculum or the New Mexico Lower-Division General Education Common Core Curriculum (please see description directly above).

**Co-requisite:** Indicates course/s in which a student must be enrolled during the same semester.

**Credit not allowed:** Some courses will not count for credit if the student has already taken another specified course (e.g., BIOL 110 & 123, CHEM 111L & 121L).

**Grade option:** The subset of grades which students will be given in this course (if not listed, grades are A, B, C, D or F).

**Lecture/Lab:** Some science courses indicate the amount of time per week students will spend in the lecture portion of the class (i.e., the classroom) and in the laboratory (in practice, "3 hours" is actually 2½ hours/week or 5 hours/week for an 8-week session). Some health-related courses list total lecture & lab hours for a semester.

**May be repeated for credit:** Indicated that a course may be repeated for credit up to a specified number of credit hours or, for topics courses, may be repeated if the topics vary.

**New Mexico Lower-Division General Education Common Core Curriculum:** Indicates the area (if any) in the New Mexico Lower-Division General Education Common Core Curriculum to which the course can be applied (NMCCN stands for "New Mexico Common Core Number").

**Placement:** Certain freshman-level English and Mathematics courses require minimum placement scores on standardized tests (e.g., COMPASS, ACT, SAT) in place of prerequisites.

**Prerequisite:** Indicates course/s which a student must have successfully completed (generally, a grade of "C" or above) before a student is allowed to enroll in a course.

**Recitation:** The term "recitation" is similar to "lab" and refers to additional class time for tutorial or assistance with assignments purposes.

**Restriction:** Similar to "prerequisites," this term indicates that there are certain constraints (e.g., instructor or administrative approval) in place before a student is



allowed to enroll in the course.

**Suggested pre/co-requisite:** Indicates course/s which a student should (i.e., not required but highly recommended) take either prior to (pre) or concurrent with (co-) a course.

**UNM Core Curriculum:** Indicates the area (if any) in the UNM Core Curriculum to which the course can be applied.



## COURSE DESCRIPTIONS

### Anthropology (ANTH)

**ANTH 101: Introduction to Anthropology (3)** Surveys the breadth of anthropology, introducing students to archeology, biological anthropology, ethnology, human evolutionary ecology, and linguistics. Meets New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences (NMCCN 1113). College of Arts and Sciences, Meets NMCC Area IV: Soc/Beh Sci.

**ANTH 110: Language, Culture, and the Human Animal (3)** Fundamentals of anthropological linguis-

tics. The biological, structural, psychological, and social nature of language; implications for cross-cultural theory, research, and applications. College of Arts and Sciences, Meets NMCC Area IV: Soc/Beh Sci.

**ANTH 121L: Archeological Methods and Theory (4)** Introduction to archeological methods and theory. Lectures cover basic concepts and strategy. Labs provide hands-on experience with methods of analyzing archeological remains. College of Arts and Sciences, Meets NMLDGECC Area III: Sci.

**ANTH 130: Cultures of the World (3)** Basic concepts and methods of cultural anthropology. Selected cultures, ranging from preliterate societies to aspects of urban civilization. Meets New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences (NMCCN 2113). College of Arts and Sciences, Meets NMCC Area IV: Soc/Beh Sci.

**ANTH 134: Creating a Sustainable Future: Introduction to Environmental, Social, and Economic Health (3)** Also offered as AMST 134, SUST 134. An introduction to creating a sustainable future that supports environmental health and restoration, social equity, and economic vitality. Examines challenges and examples of integrated, creative strategies on local, regional, national, and global levels.

**ANTH 150: Evolution and Human Emergence (3)** Fundamentals of biological anthropology and principles of organic evolution, in relation to the biology, ecology and behavior of primates and fossil humans. Biological anthropology concentrators are required, and others are encouraged, to enroll concurrently in 151L. Meets New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences. College of Arts and Sciences, Meets NMLDGECC Area III: Sci.

**ANTH 151L: Human Evolution Laboratory (2)** The factual basis of human evolution, from the comparative study of living and fossil primates to interpretation of recent human fossils. Recommended, but not required, that this be taken concurrently with 150. College of Arts and Sciences, Meets NMLDGECC Area III: Sci.

**ANTH 160: Human Life Course (3)** Biology and behavior of the human life course, including the evolution of the life history patterns specific to humans and the impact of population growth and of adaptation to local conditions in promoting human diversity. Students are encouraged, but not required, to enroll concurrently in ANTH 161L. College of Arts and Sciences, Meets NMLDGECC Area III: Sci.

**ANTH 161L: Computer Laboratory in Human Evolutionary Ecology (2)** Introduces the computer as a tool in biological and social science research, provides first-hand experience in data collection, analysis and

# COURSE DESCRIPTIONS

modeling behavior. No prior computer experience required. Pre- or co-requisite: ANTH 160. College of Arts and Sciences, Meets NMLDGECC Area III: Sci.

**ANTH 220: World Archaeology (3)** Illustrated lecture survey of the development of human culture from its Stone Age origins through the inception of complex societies worldwide.

**ANTH 230: Topics in Current Anthropology (3)** Experimental courses on topics of current interest. May be repeated for credit, since subject matter varies by term.

**ANTH 238: Cultures of the Southwest (3)** Basic concepts of cultural anthropology, illustrated with overviews of social and cultural patterns of Southwest Indians and Hispanics. Interethnic relations of these with other American populations. Meets New Mexico Lower-Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences. College of Arts and Sciences, Meets NMCC Area IV: Soc/Beh Sci.

**ANTH 251: Forensic Anthropology (3)** This course is designed to introduce students to the forensic investigation of death. Emphasis will be on current methods and techniques and include the role of the anthropologist as an integral member of the investigation process.

## Art History (ARTH)

**ARTH 101: Introduction to Art (3)** A beginning course in the fundamental concepts of the visual arts; the language of form; and the mediums of artistic expression. Readings and slide lectures supplemented by museum exhibition attendance. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 7: Fine Arts; New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 1013).

**ARTH 201: History of Art I (3)** Prehistoric, Near Eastern, Egyptian, Greek, Roman, Early Christian, Byzantine, Romanesque and Gothic Art. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 7: Fine Arts; New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 2113).

**ARTH 202: History of Art II (3)** Western art from Early Renaissance to Impressionism. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 7: Fine Arts; New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 2123).

**ARTH 210: History of Photography (3)** A survey tracing the historical and cultural impact of photography, including artistic, scientific, documentary, commercial, and vernacular images. UNM Core Curriculum – 7: Fine Arts.

## Art Studio (ARTS)

**ARTS 106: Drawing I (3)** Basic drawing concepts, including the expressive use of contour, value, perspective and composition while exploring both dry and wet media. Assigned problems may include still life, landscape, portraiture or the figure. Suggested co-requisite: ARTH 101. UNM Core Curriculum – 7: Fine Arts.

**ARTS 125: Arts Practices I (3)** This is an interdisciplinary course, exploring the thematic concepts and diverse media that are central to the nature of art-making today. Art Practices I will investigate issues of Light, Frame, and Mark. Particular attention will be placed on a disciplined approach toward design and development of perceptual skills. Suggested co-requisite: ARTH 101. UNM Core Curriculum-7: Fine Arts.

**ARTS 126: Arts Practices II (3)** This is an interdisciplinary course, exploring the thematic concepts and diverse media that are central to the nature of art-making today. Art Practices II will investigate issues of Motive and Change. Particular attention will be placed on traditional and contemporary approaches to sculpture through the consideration of spatial concepts and making three-dimensional objects. Suggested co-requisite: ARTH 101. UNM Core Curriculum-7: Fine Arts.

**ARTS 130: Introduction to Electronic Art (3)** Introduction to the computer as a medium and fine art tool. Course will explore history, theory and contemporary art issues associated with computer-based art practice, as well as introducing students to basic tools and technologies. UNM Core Curriculum – 7: Fine Arts.

**ARTS 168: Introduction to Ceramics (3)** Comprehensive introduction to the terms, concepts, historical, and technical information that support creative development. Includes hand building and throwing, basic clay bodies, slip and glaze, oxidation, reduction, and atmospheric firing. Suggested co-requisites: ARTS 106, ARTS 126. UNM Core Curriculum – 7: Fine Arts.

**ARTS 187: Introduction to Photography (3)** Hands-on course introducing students to the basic techniques of digital, black and white, and color photography. Suggested co-requisite: ARTS 125. UNM Core Curriculum – 7: Fine Arts.

**ARTS 188: Visualizing Ideas Using Photography (3)** This course will help students use photography to develop their ideas conceptually. Students will work in both a traditional and an experimental manner with a variety of photographic processes and technologies to advance the visual presentation of their ideas.

**ARTS 205: Drawing II (3)** Further concentration on basic drawing concepts with a greater emphasis on descriptive and perceptual drawing skills using both dry and wet media. Assigned problems explore as-

pects of still life, landscape, portraiture and/or the figure. Prerequisites: ARTS 106, ARTS 125. UNM Core Curriculum – 7: Fine Arts.

**ARTS 207: Painting I (3)** Painting materials and techniques, integrating basic drawing concepts with color theory and composition. Emphasis on descriptive and perceptual skills through assigned problems. Prerequisites: ARTS 106, ARTS 125; suggested co- or prerequisite: ARTS 205. UNM Core Curriculum – 7: Fine Arts.

**ARTS 208: Painting II (3-6)** Continued exploration of the painting concepts and techniques, presented in ARTS 207. Working from imagination as well as observation, emphasizing the expressive potential of the medium. Prerequisite: ARTS 207. UNM Core Curriculum – 7: Fine Arts.

**ARTS 213: Sculpture I (3)** A further exploration into the concepts presented in Three-Dimensional Design. Will investigate, through specific assignments, issues that are central to producing sculpture. Prerequisite: ARTS 126. UNM Core Curriculum – 7: Fine Arts.

**ARTS 231: Video Art I (3)** An investigation of video as a medium within a fine art context. Course will explore history, theory, and contemporary art issues associated with video art practice as well as develop student's mastery of technical skills. Prerequisite: ARTS 130. UNM Core Curriculum – 7: Fine Arts.

**ARTS 232: Sound Art I (3)** An investigation of sound as a medium within a Fine Arts context. Course will explore history, theory, and contemporary arts issues associated with sound art intended to develop student skills in sound editing/recording technology. Prerequisite: ARTS 130. UNM Core Curriculum – 7: Fine Arts.

**ARTS 268: Ceramics II (3-6)** Continuation of ARTS 168 with emphasis placed on the mastery of forming, surfacing, and firing processes, expanded critical awareness, and the development of a personal aesthetic. Open-ended and self-selected projects. Individual and group critiques. May be repeated for credit if subject matter varies. Prerequisites: ARTS 126 and ARTS 168. UNM Core Curriculum – 7: Fine Arts.

**ARTS 274: Introduction to Printmaking (3)** Exploration of printmaking concepts and fundamental techniques, including monotype, monoprint, intaglio, lithography, woodcut linoleum cut, collagraph, and curatorial technique. Instruction includes lecture, demonstration, and critique. Prerequisites: ARTS 106, ARTS 125. UNM Core Curriculum – 7: Fine Arts.

**ARTS 289: Digital Imaging Techniques (3)** Techniques and aesthetics of digital imaging using a variety of software programs and hardware. Prerequisite: ARTS 187. UNM Core Curriculum – 7: Fine Arts.

## Astronomy (ASTR)

**ASTR 101: Introduction to Astronomy (3)** Conceptual description of our fascinating universe: early astronomy, Newtonian, synthesis, Earth, Moon, planets, asteroids, comets, the Sun, our solar system, stars, black holes, galaxies, dark matter, dark energy and cosmological mysteries. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1114).

**ASTR 101L: Astronomy Laboratory (1)** Intended as an adjunct to ASTR 101, this course deals with elementary techniques in astronomical observations. Pre or co-requisite: ASTR 101. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1114).

## Automotive Technology (AUTT)

**AUTT 111: Automotive Testing and Diagnosis (6)** Intended to give the student a background in testing and diagnosis of electronic, electrical and fuel systems found in current automobiles.

**AUTT 115: Brake Systems (6)** The study of modern brake theory including drum and disk-type brakes. Mechanical and hydraulic principles as they pertain to brakes will be covered.

**AUTT 130: Electrical System Repair (6)** Electrical theory and diagnosis. Starting, charging, lighting, and related electrical systems in automotive applications will be studied.

**AUTT 157: Steering and Suspension (6)** A detailed study of steering and suspension components and their repair and alignment.

**AUTT 167: Emission Control Service (3)** To familiarize the student with various emission control devices, including functions, diagnosis, repair, and/or service.

**AUTT 230: Electrical System Overhaul (3)** To review basic electrical theory and learn the testing and overhaul procedures for electrical system components.

**AUTT 295: Practicum in Auto Technology (3-9)** The student will work in a garage or training facility in the Valencia County area and at the same time will be attending the college during part of the day. May be repeated in subsequent terms for a maximum of 9 credits

## Biology (BIOL)

**BIOL 110: Biology for Non-Majors (3)** Biological principles important for the non-scientist in today's world. Ecological, evolutionary and molecular topics. Credit not allowed for both BIOL 110 and BIOL 123/124L; not accepted toward Biology major. UNM Core Curriculum

# COURSE DESCRIPTIONS

– 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1114).

## **BIOL 112L: Biology Laboratory for Non-Majors (1)**

An optional laboratory that may be taken concurrently with or subsequent to BIOL 110. Lab: One three-hour lab per week including plant and animal diversity, techniques and investigation of current issues. Pre or co-requisite: BIOL 110. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1114).

## **BIOL 123: Biology for Health-Related Sciences and Non-Majors (3)**

Principles of cell biology, genetics, and organismic biology. Credit not allowed for both BIOL 123 and BIOL 110; not accepted toward Biology major. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science.

## **BIOL 124L: Biology for Health-Related Sciences and Non-Majors Lab (3)**

One credit optional laboratory to accompany 123. Pre or co-requisite: BIOL 123. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science.

## **BIOL 201L: Molecular and Cell Biology Lab (4)**

The scientific method, the role of water in cell biology, carbon and molecular diversity, macromolecules, introduction to metabolism, tour of cell structures and functions, membrane structure and function, cellular respiration, photosynthesis, cell communication and the cell cycle. Three lectures, one discussion section. Credit not allowed for both BIOL 201L and BIOL 219. Prerequisite: CHEM 121 and CHEM 123L or AP Chemistry score of 3 or higher.

## **BIOL 202L: Genetics Lab (4)**

Mitosis, meiosis, Mendelian genetics, chromosomes and inheritance, molecular basis of inheritance, genes to proteins, genetic models (viruses and bacteria), eukaryotic genomes, genetic basis of development and overview of genomes. Three lectures, one discussion section. Prerequisite: BIOL 201L and CHEM 121 or CHEM 131L. Prerequisite or Co-requisite: CHEM 122 or CHEM 132L. Credit not allowed for both BIOL 202L and BIOL 221.

## **BIOL 203L: Ecology and Evolution (4)**

Darwinian principles, origin of the earth, the fossil record and diversification of ancient life, evolution of populations, origin of species, phylogenetics, introduction to ecology and the biosphere, behavioral ecology, population ecology, community ecology, ecosystem ecology, and conservation biology. Lecture: 3 hours; lab: 3 hours. Lab material includes a survey of the diversity of life. Prerequisites: BIOL 202, CHEM 122 and CHEM 124L. Pre or co-requisite: MATH 162 or MATH 180.

## **BIOL 204L: Plant and Animal Form and Function (4)**

Introduction to plant systems including: structure, growth, transport, nutrition, reproduction, development, and control systems. Introduction to animal systems including: nutrition, circulation, reproduction, development; and immune, control and nervous systems. Lecture: 3 hours; lab: 3 hours. Prerequisites: BIOL 202, CHEM 122 and CHEM 124L. Pre or co-requisite: BIOL 203L and MATH 162 or MATH 180.

## **BIOL 237: Human Anatomy and Physiology I for the Health Sciences (3)**

An integrated study of human structure and function to include histology, skeletal, muscular, and nervous systems. Lecture: 3 hours. Prerequisites: BIOL 123/124L or BIOL201L and CHEM 111L or CHEM 121.

## **BIOL 238: Human Anatomy and Physiology II (3)**

A continuation of BIOL 237 to include cardiovascular, respiratory, digestive, excretory, reproductive, and endocrine systems. Lecture: 3 hours. Prerequisites: BIOL 237.

## **BIOL 239L: Microbiology for Health Sciences (4)**

Introduction to microbiology with emphasis on principles of infection and immunity. Not accepted toward a biology major. Prerequisites: BIOL 123/124L or BIOL 201 and CHEM 111L or CHEM 121 and CHEM 123L. Lecture: 3 hours; lab: 3 hours Credit not allowed for both BIOL 239L and BIOL 351 and BIOL 352L.

## **BIOL 247L: Human Anatomy and Physiology Laboratory I (3)**

Laboratory work using cadavers. Anatomy stressed with appropriate physiological work. Topics integrated with BIOL 237. Pre or co-requisite: BIOL 237. Lab: 3 hours.

## **BIOL 248L: Human Anatomy and Physiology Laboratory II (3)**

Continuation of BIOL 247L. Topics integrated with BIOL 238. Pre or co-requisite: BIOL 247. Lab: 3 hours.

**BIOL 299: Topics in Biology (1-4)** Transferable to the UNM Biology Department as an elective.



## Business Management (MGMT)

**MGMT 101: Fundamentals of Accounting I (3)** The development of the accounting cycle, special journals, and financial statements. Suggested co-requisite: MGMT 101L.

**MGMT 101L: Fundamentals of Accounting I Lab (1)** To provide additional problem solving necessary for the students to master accounting basics. Suggested co-requisite: MGMT 101.

**MGMT 102: Fundamentals of Accounting II (3)** Continuation of MGMT 101, including corporation and manufacturing accounting and decision-making. Prerequisite: MGMT 101. Suggested co-requisite: MGMT 102L.

**MGMT 102L: Fundamentals of Accounting II Lab (1)** To provide additional problem solving necessary for students to master accounting basics. Suggested co-requisite: MGMT 102.

**MGMT 113: Management: An Introduction (3)** Modern concepts of organizations and their management. An overview of functional activities within business and other organizations. Suggested prerequisite: MATH 120.

**MGMT 116: Human Relations in Business (3)** Designed to acquaint the student with human relations in business and the psychological implications of modern business practices as they apply to individual employees and supervisors.

## Nursing Assistant (CNA)

**CNA 101L: Certified Nursing Assistant (8)** This course prepares students to provide patient care in a home, health care center, or hospital under the supervision of a professional health care provider (RN). Prepares students for the NM Nurse Aide Competency Evaluation (NACEP) exam. Lecture/skills lab: 96 hours total, clinical: 32 hours total. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR."

## Phlebotomy Technician (PBT)

**Note:** *Needle Stick insurance coverage is mandatory for PBT 101L/102L. All UNM students who are at risk for body fluid and blood-borne pathogen exposure, and coverage is for academic-related exposures only. Cost for coverage is \$30 per semester/per student, and is subject to change.*

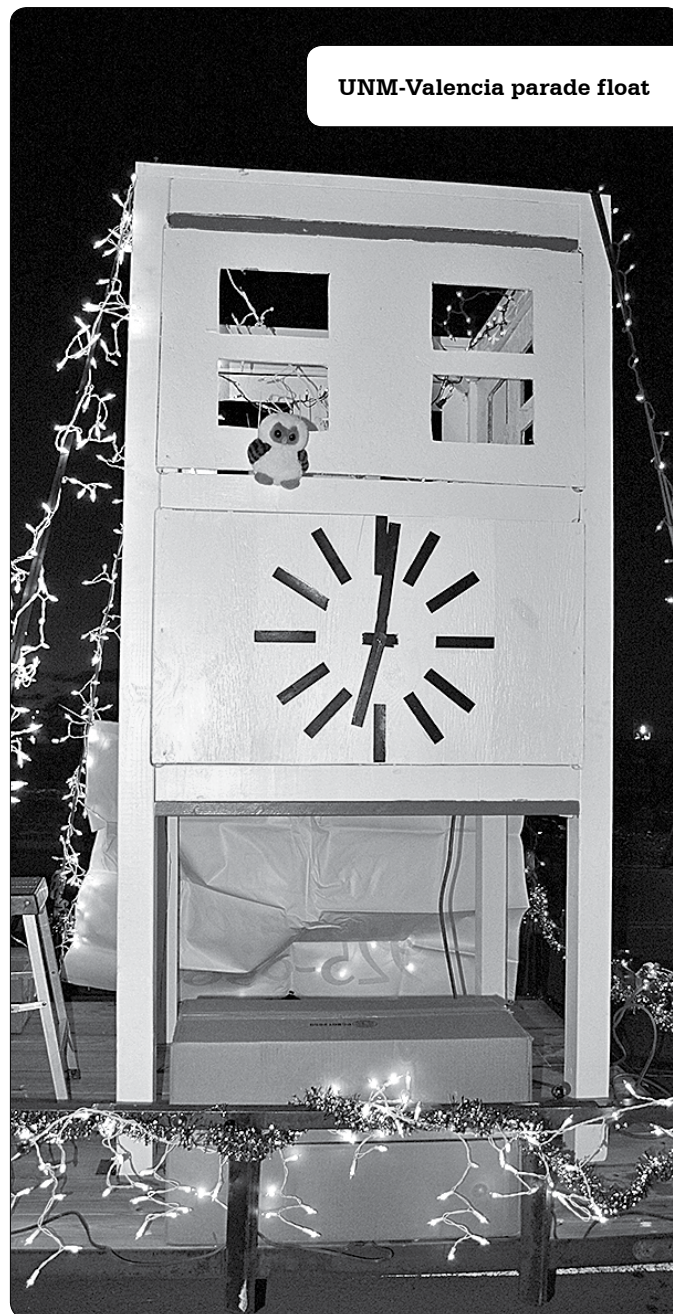
*Coverage will start the 1st day of the semester and end the day before the first day of the next semester. Students will be required to obtain this insurance before any academic-related training will take place.*

**PBT 101L: Phlebotomy Technician (8)** This course prepares students to become a Phlebotomy Techni-

cian. Training includes anatomy, safety, blood-drawing techniques, specimen preparation, equipment maintenance, and associated clerical, customer service and basic work skills. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR." Co-requisite: PBT 102L.

**PBT 102L: Phlebotomy Technician Clinical (4)** Clinical apprenticeship program for PBT 101L. Successful completion required for credit in PBT 101L. Clinical: 120 hours total.

UNM-Valencia parade float



# COURSE DESCRIPTIONS

## Chemistry (CHEM)

**CHEM 101: Chemistry in Our Community (3)** Introduction for non-science majors to the basic chemistry required to understand scientific topics affecting our community, such as global warming, acid rain, nuclear power, plastics, drugs, and genetic engineering.

**CHEM 111: Elements of General Chemistry (4)** One-semester course in general chemistry, especially for non-science majors in the health sciences except pre-medicine and medical terminology. Prerequisite: ACT =>22 or SAT =>510 or MATH 103 or MATH 121 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. UNM Core Curriculum – 3: Physical & Natural Sciences; N.M. Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1114).

**CHEM 120: Foundations of Chemistry (3)** This course is available to students initially enrolled in CHEM 121 who find themselves unprepared. Designed for science majors, it provides foundational chemical concepts and prepares students to return and succeed in CHEM 121.

**CHEM 121: General Chemistry I (3)** Introduction to the chemical and physical behavior of matter. Lecture: 3 hours. Credit not allowed for both CHEM 111L and CHEM 121L. Prerequisite: MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 or with a grade of C or higher or a math placement score that qualifies the student for. Co-requisite: CHEM 123L. Suggested prerequisite: CHEM 111L. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1214).

**CHEM 122: General Chemistry II (3)** Continuation of CHEM 121L. Lecture: 3 hours. Co-requisite: CHEM 124L. Prerequisite: CHEM 121 and CHEM 123L or CHEM 131L with a grade of C or higher; ACT =>25 or SAT =>570 or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1224).

**CHEM 123L: General Chemistry I Laboratory (1)** Introduction to basic chemical laboratory principles and techniques. Lab: 3 hours. Prerequisite: MATH 121

or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264. Co-requisite: CHEM 121. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1224).

**CHEM 124L: General Chemistry II Laboratory (1)** Experiments illustrating the fundamental principles and techniques of chemistry. Lab: 3 hours. Prerequisite: ACT Math =>25 or SAT Math =>570 or MATH 121 or MATH 123 or MATH 150 or MATH 162 or MATH 163 or MATH 180 or MATH 181 or MATH 264 or CHEM 121 and CHEM 123L. Co-requisite: CHEM 122. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1224).

**CHEM 212: Integrated Organic Chemistry and Biochemistry (4)** Survey interrelating the major principles of organic chemistry and biochemistry with special emphasis toward interests of students in the health sciences. Prerequisite: CHEM 111L or CHEM 121 and CHEM 123L.

## Communication & Journalism (CJ)

**CJ 101: Introduction to Communication (3)**

**CJ 101L: Introduction to Communication Lab (1)** Principles and concepts of various types of human communication, including interpersonal, small group, organizational, public and mass communication.

**CJ 110: Introduction to Mass Communication (3)** Also offered as MA 110. The development of the mass media with emphasis on television in the areas of programming, policy, regulations, economics and technology. Examination of the social, cultural, and political impact of the mass media on contemporary society. Suggested prerequisite: ENGL 101.

**CJ 115: Communication Across Cultures (3)** Also offered as AFAM 115. An introduction to communication among people from different cultural backgrounds, emphasizing intercultural relations. This course seeks to identify, honor and enhance the strengths of different cultural perspectives. Suggested prerequisite: ENGL 100.

**CJ 130: Public Speaking (3)** A performance course that deals with the analysis, preparation, and presentation of speeches. Suggested prerequisite: ENGL 110. Meets New Mexico Lower-Division General Education Common Core Curriculum – Area I: Communications (NMCCN 1113).

**CJ 171: Introduction to Media Writing (3)** Practical introduction to journalism, emphasizing journalistic conventions and the gathering and writing of news for the print and broadcast media. Language and typing

Need some assistance?

Call Student Services at 925.8560

skills required. Prerequisites: 15 credit hours earned, 2.0 minimum GPA, ENGL 120.

**CJ 220: Communication for Teachers (3)** Concepts and practices of interpersonal, small group and public communication pertinent to classroom teachers at the elementary, middle, and secondary levels of education.

**CJ 221: Interpersonal Communication (3)** Analysis of a variety of interpersonal communication concepts with special emphasis on the application of communication skills in different situations. Meets New Mexico Lower-Division General Education Common Core Curriculum – Area I: Communications.

**CJ 225: Small Group Communication (3)** Basic characteristics and patterns of communication in small groups. Includes attention to role theory, conflict resolution, and creative decision-making methods.

## Computer-Aided Drafting (CAD)

**CAD 150T: Introduction to Computer Aided Drafting (3)** This course is designed for students interested in developing computer-aided drafting skills. It consists of both lecture and system operation assignments. Lecture/lab. Prerequisite: Approval of the instructor.

**CAD 160T: Introduction to AutoDesk Revit (4)** An introductory course to building information modeling. The basic features of Autodesk's REVIT software will be covered. Lecture/lab.

**CAD 180T: 3D Studio I (4)** Introductory course in 3-D modeling, rendering and animation. Lecture/lab. Prerequisite: CS 150 or permission of instructor.

**CAD 185T: Architectural Drafting (4)** An introductory architectural drafting course covering basic drafting skills and conventions.

**CAD 195T: Introduction to Technical Drafting (4)** Includes basic drafting skills, geometric construction, multi-view projection and dimensioning.

**CAD 255T: Introduction to Architectural Modeling (4)** Students will use design software to create 3-D models of buildings, generate floor plans and other working drawings, create a "walk through," and generate construction estimates. This class can be used for elective credit in the CAD certificate and degree programs. Lecture/Lab. Prerequisite: IT 101 or equivalent computer literacy.

**CAD 260T: Intermediate Computer-Aided Drafting (4)** This course covers discipline, specific environment, and data input/export. Lecture/Lab. Prerequisite: CAD 150.

**CAD 270T: Advanced Computer-Aided Drafting (4)** Course in advanced CAD techniques, including macro programming and production drafting. Prerequisites: CAD 260.

## CAD 293T: Topics in CAD (1-4)

**CAD 295T: Practicum/Cooperative Education (1-4)** Students are placed in a business in order to gain on-the-job skills and knowledge. Prerequisite: approval of the instructor; enrolled in the last semester of their associate degree or certificate program.

## Computer Science (CS)

**CS 150L: Computing for Business Students (3)** Students will use personal computers in campus laboratories to learn to use a word processor, a spreadsheet, and a database management program. The course will also cover access to the World Wide Web and other topics of current importance to business students. Course cannot apply to major or minor in Computer Science. Prerequisite: MATH 120.

**CS 151L: Computer Programming Fundamentals for Non-Majors (3)** An introduction to the art of computing. Not intended for Computer Science majors or minors. The objective of the course is an understanding of the relationship between computing and problem solving. Lecture: 3 hours, recitation: 1 hour.

**CS 152L: Computer Programming Fundamental for Computer Science Majors (3)** An introduction to the art of computing. Intended for Computer Science majors or minors. The objective of the course is an understanding of the relationship between computing and problem solving. Also offered as MATH 151L. Lecture: 3 hours, recitation: 1 hour.

## Construction Technology (CNST)

**CNST 104: Required introduction to the National Center for Construction Education and Research for Certification (4)** Topics studied include basic math, communications prints, methods, and ethics. Students demonstrate skills level through laboratory assignments.

**CNST 204: Timber Framing (4)** Plan reading, elementary construction techniques, materials and construction documents; primary emphasis is on the current building code plan checking. Prerequisite: CNST 104.

**CNST 293: Topics in Construction Technology (3-6)** This course of study provides a basic introduction to construction skills for all crafts. Topics include basic safety in the construction setting, an introduction to construction mathematics, introduction to blueprints, effective use of hand and power tools, and basic rigging.

## Dance (DANC)

**DANC 105: Dance Appreciation (3-6)** A lecture and discussion course introducing the study of dance as technique, spectacle and ritual for today's audience.

# COURSE DESCRIPTIONS

UNM Core Curriculum – 7: Fine Arts; New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 2123).

## Digital Media Arts

**DMA 100: Digital Media Arts Foundations (3)** This course is designed to provide students with a fundamental working knowledge of the technical, aesthetic, and conceptual aspects of creating digital artwork using variety of tools in the Adobe Creative Suite.

**DMA 270: Special Projects: Portfolio (3)** This course is designed to provide students with an opportunity to concentrate on a specific portfolio project. Students will develop a portfolio helpful for an entry-level position in digital media. This course should be taken in the final semester. Prerequisite: Instructor approval.

## Early Childhood Multicultural Education (ECME)

**ECME 101: Child Growth, Development and Learning (3)** This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the foundation for becoming competent early childhood professionals and knowledge of how young children grow, develop and learn. Major theories of child development are integrated with all aspects of development, including biological-physical, social, cultural, emotional, cognitive, and language domains. The adult's role in supporting each child's growth, development and learning will be emphasized.

**ECME 103: Health, Safety and Nutrition (2)** This course provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for the prevention of childhood illnesses and communicable diseases. The course examines the many nutritional factors that are important for children's total development, healthy eating habits, physical activity, and rest. Students gain knowledge necessary for creating safe teaming environments for decreasing risk and preventing childhood injury.

**ECME 105: Child Growth and Development (3)**

**ECME 108: Early Childhood Practicum I (2)** Students work in an approved early childhood setting, 4 hours per week, enabling them to practice competencies learned through coursework and texts. Students will interact with culturally and developmentally diverse children and programs; interview parents; plan, develop, and implement appropriate curriculum plans; evaluate their personal teaching strategies.

**ECME 110: Early Childhood Practicum II (2)**

**ECME 111: Family and Community Collaboration I (3)** This course examines the involvement of families from diverse cultural and linguistic backgrounds in early childhood programs. Ways to establish collaborative relationships with parents and others involved with children in early childhood settings are discussed. Strategies for communicating with parents and guardians about their children and incorporating the families' goals and desires for their children into the early childhood program will be included.

**ECME 115: Guiding Young Children (3)** This course explores various theories of child guidance and the practical application of each. It provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Appropriate strategies for preventing and dealing with violence, aggression, anger, and stress will be included. Emphasis is placed on helping children become self-responsible, competent, independent, and cooperative learners.

**ECME 117: Curriculum Development and Implementation I (3)** This beginning curriculum course focuses on developmentally appropriate content in early childhood programs. It addresses content that is relevant for children birth through age eight and developmentally appropriate ways of integrating content into teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSPs and IEPs are included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age eight, is emphasized. Co-requisite: ECME 117L.

**ECME 117L: Curriculum Development and Implementation Practicum I (2)** This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation I and develop skills in planning Developmentally appropriate learning experiences for young children from birth through age eight, including young children with special needs. Learning experiences will cover all content areas, including literacy, math, science, social studies, health/wellness, the arts, and adaptive skills for children, birth through age eight. Co-requisite: ECME 117.

**ECME 193: Topics (1-3)**

**ECME 199: Internship (1)**

**ECME 202: Introduction to Reading and Literacy Development (3)** This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses



ways in which early childhood professionals can foster young children's phonemic awareness, literacy problem solving skills, fluency, vocabulary, comprehension, and language development. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. An integrated language arts perspective and an interdisciplinary approach as it address's developing writing, reading, and oral language in the home and school contexts will be addressed. Instructional approaches and theory- and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

**ECME 217: Curriculum Development and Implementation II (3)** This basic course focuses on the learning environment and the implementation of curriculum in early childhood programs. Students will use their knowledge of content, developmentally appropriate practices, and language and culture to design and implement experiences and environments that promote optimal development and learning for children from birth through age 8, including children with special needs. Various curriculum models and teaching and learning strategies will be included. Co-requisite: ECME 217L.

**ECME 217L: Curriculum Development and Implementation Practicum II (2)** This course provides opportunities for students to apply knowledge gained from Curriculum Development and Implementation II and develop skills in planning learning environments and implementing curriculum in programs serving young children, birth through age eight, including those with special needs. Co-requisite: ECME 217.

**ECME 220: Assessment of Children and Evaluation of Programs I (3)** This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation. The course addresses the development and use of formative and summative program evaluation to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals and families in the process.

**ECME 230: Professionalism (2)** This course provides a broad-based orientation to the field of early care and education. Early childhood history, philosophy, ethics and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives on early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

## Earth & Planetary Science (EPS)

**EPS 101: How the Earth Works – An Introduction to Geology (3)** A fascinating tour of our active planet. Explore Earth's materials (rocks and minerals), the continents' motions and related origins of earthquakes, volcanoes, mountain building, oceans, landscapes, natural energy and economic resources, global warming, and other topics. Students are encouraged but not required to enroll in EPS 105L. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1114).

**EPS 105L: Physical Geology Laboratory (1)** Minerals, rocks, and topographic and geologic maps; field trips. 2 hrs. lab. Pre or co-requisite: EPS 101. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1114).

**EPS 110: Topics in the Earth Sciences (1-3)** Eight- to 16-week courses on selected topics relating directly to the human experience, e.g., volcanoes, extinctions, weather, earthquakes, New Mexico's water, soils, nuclear hazards, geomagnetism, Albuquerque field geology and the geology of everyday life.

**EPS 115: Geological Disasters (3)** Causes and effects of disastrous geological events, including earthquakes, volcanic eruptions, tsunamis, landslides, and floods.

**EPS 201L: Earth History (4)** Origin and history of the earth, including age of the planet and dating of rocks, changing configurations of oceans and continents as a result of plate tectonics, records of climate change, history of formation and erosion of mountain chains, origins and evolution of life and causes of extinction. Required field trip and lab exercises permit understanding of how Earth's history is interpreted from the geologic rock record. Prerequisite: EPS 101 or ENVS 101; pre or corequisite: EPS 105L or ENVS 102L. UNM Core Curriculum – 3: Physical & Natural Sciences.

**EPS 250: Geology of New Mexico (3)** Survey of geologic features of New Mexico including structures, land forms, stratigraphy, fossils, geologic history and mineral resources. A course in elementary geology recommended.

## Economics (ECON)

**ECON 105: Introductory Macroeconomics (3)** Economics on a national scale: determination of national income, employment level, inflation, and impact of policies affecting money supply, interest rates and government programs. Current macroeconomic issues and problems. Suggested prerequisites: ENGL 110 and MATH 120. UNM Core Curriculum – 4: Social & Behav-

# COURSE DESCRIPTIONS

ioral Sciences. New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences (NMCCN 2113).

**ECON 106: Introductory Microeconomics (3)** Exploration of individual consumer behavior, production decisions by the firm, and supply and demand relationships in the marketplace. Examination of the international dimension of production and consumption courses. Suggested prerequisites: ENGL 110, MATH 120, and ECON 105. UNM Core Curriculum – 4: Social & Behavioral Sciences. New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences (NMCCN 2123).

## Education (ARTE, EDUC, ETSS, & SPCD)

**EDUC 124: Introduction to Computers for Educators (1)** An introduction to microcomputers, software, and telecommunications. Emphasis placed on educational applications of software and hardware.

**EDUC 183: Introduction to Education in New Mexico (3)** An exploration of contemporary issues around diversity, culture, and education in New Mexico. The course is of special interest to students considering a teaching career. Projects in schools and/or community sites are part of requirements.

**EDUC 220: Exploring Schools and Teaching (2)** This course is open to all university students interested in exploring schools, teaching, contemporary education issues, and teaching as a profession.

**EDUC 291: Problems (1-3)** Restriction: Permission of the Instructor.

**EDUC 293: Topics in Education (1-3)** Various topics related to education from an interdisciplinary perspective. May be repeated for credit, no limit.

**EDUC 296: Internship (3-6)**

## Emergency Medical Services (EMS)

**EMS 106: Emergency Medical Responder (4)** A 72-hour course consisting of 40 hours of didactic instruction which includes the minimum standard Department of Transportation curriculum to prepare the student for pre-hospital field techniques and 32 hours of lab instruction which includes individual instruction in airway management and patient assessment skills. Students must obtain current certification in American Heart Association Basic Life Support for Healthcare Providers CPR before the first class session.

**EMS 111: EMS Combination Refresher (1)** A 24-hour required course for EMT-First Responders, Basics, and Intermediates to maintain state and National Registry licensure that reviews current treatment in pre-hospital emergency patient care and updates the student in

any changes to the New Mexico Scope of Practice for EMT's. Student must have a current EMT License to take this course.

**EMS 113: EMT-Basic (8)** Meets the 1998 EMT-Basic National Standard Curriculum requirements and incorporates New Mexico EMT-B scope of practice. Provides lecture instruction to prepare the student to sit for New Mexico and National Registry testing. Corequisite: 142. Restriction: program permission.

**EMS 120: Introduction to EMS System (3)** Covers the history of emergency medical services and the development of EMS systems and current trends and issues in EMS. Ideal for students considering a career in EMS. Available online.

**EMS 142: EMT-Basic Lab (2)** Meets the 1998 EMT Basic national standard curriculum requirements and incorporates NM EMT – B scope of practice. Provides lab instruction to prepare the student to sit for the NM and National Registry testing. Co-requisite EMS 113. Restriction: program permission.

**EMS 143: EMT- Intermediate Lab (1)** Meets New Mexico requirements for EMT-Intermediate skills training, including intravenous fluid administration and pharmacology. Prerequisite EMS 113 & EMS 142. Co-requisite: EMS 180, EMS 151 Restriction: program permission.

**EMS 151: EMT-Intermediate Clinical & Field Experience (2)** Meets New Mexico requirements for EMT-Intermediate field and clinical training, including emergency department and pre-hospital experience. Prerequisite: EMS 113 & EMS 142. Co-requisite: EMS 180 & EMS 143 Restriction: program permission.

**EMS 180: EMT-Intermediate (3)** Meets New Mexico requirements and incorporates EMT-Intermediate scope of practice, to include lecture and lab instruction, including intravenous fluid administration and pharmacology. This course prepares the student to sit for New Mexico and National Registry testing. Students must obtain current certification in American Heart Association Basic Life Support for Healthcare Providers CPR before the first class session. Restriction: program permission.

**EMS 193: Topics in EMS (1-3)** May be repeated for credit.

## Engineering (ENG)

**ENG 116: Introduction to Engineering (2)** Description of the engineering profession, orientation to engineering education, introduction to the engineering design process. Does not count toward degree credit in the College of Arts and Sciences or in the School of Engineering. Two hours lecture and demonstrations.

**ENG 120: Mathematics for Engineering Applications (4)** Provides an overview of basic engineering mathematics topics necessary for success in second-year

engineering courses. Topics are presented in the context of engineering applications and reinforced through labs and examples from core engineering courses.

Prerequisite: MATH 121.

**ENG 195: Special Topics in Engineering (1-6)** Selected topics in engineering and/or computer science at the introductory level.

## English (ENGL)

### DEVELOPMENTAL WRITING COURSES

**ENGL 099: Developmental English (4)** An intensive study of fundamental writing skills, focusing upon paragraph development and fluency; introduces essay writing and includes a skills laboratory. Grade option: RA, RB, RCR/RNC. Prerequisites/placement: Minimum writing COMPASS score of 34, or verbal ACT score of 14. Co-requisite: ACAD 100.

**ENGL 100: Writing Standard English (4)** Developmental writing course providing concentrated practice writing and revising basic essays, as well as intensive study of grammar, punctuation, and usage and includes a skills laboratory. Grade option: RA, RB, RCR/RNC. Prerequisites/placement: Successful completion of ENGL 099 (RA, RB, or RCR) or minimum writing COMPASS score of 57, or verbal ACT score of 17. Co-requisite: UNIV 101.

### EXPOSITORY AND PROFESSIONAL WRITING COURSES

**ENGL 110: Accelerated Composition (3)** Requires minimum ACT Verbal score of 19 for placement; identical curriculum and student learning outcomes as ENGL 101. UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower-Division General Education Common Core Curriculum – Area 1: Communications (NMCCN 1123).

**ENGL 111: Composition I (3)** For students with ACT Verbal score of <19; does not count toward Writing & Speaking requirements but does count as elective credit for graduation. This is the first term of a two-term “Stretch” sequence (with ENGL 112); the intention is that students remain with their cohort and their teacher over both courses in successive semesters.

**ENGL 112: Composition II (3)** Students are placed in ENGL 112 after they have received a grade of “C” or higher in ENGL 111 in the previous term. UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower-Division General Education Common Core Curriculum – Area 1: Communications (NMCCN 1113).

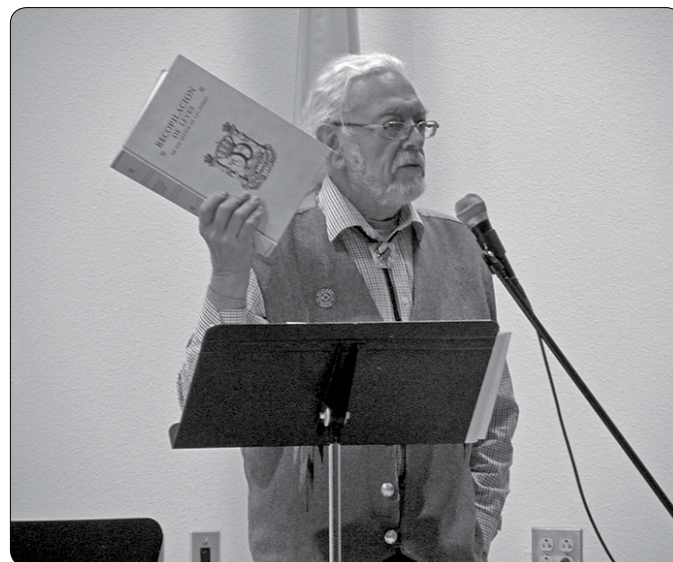
**ENGL 113: Enhanced Composition (4)** This “Studio” option covers the requirements and student learning outcomes of ENGL 101 with the addition of a 1 credit

writing lab. All 4 credit generate undergraduate credit; 3 of the 4 credit meet the New Mexico Higher Education Common Core Curriculum. UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower-Division General Education Common Core Curriculum – Area 1: Communications (NMCCN 1113).

**ENGL 119: Technical Communications (3)** Introductory study of written and verbal communications used in the technical professions with emphasis in the planning, execution, and editing of professional and technical documents and other communication media. This course is not a substitute for ENGL 219 and generally applies to particular associate degree programs or as an elective credit. Students are encouraged to speak with an advisor about the applicability of this course. Prerequisite: ENGL 110.

**ENGL 120: Composition III (3)** Can serve as initial composition course for students with ACT Verbal score of 26-28; serves as second course in composition sequence for students who have earned a “C” or higher in ENGL 110, 112, or 113. The University Writing Requirement is fulfilled when a student earns a “C” or higher in ENGL 120 or who enters the university with an ACT Verbal score of 28 or higher. ENGL 120 shared identical requirements and desired student learning outcomes with ENGL 102.

**ENGL 219: Technical and Professional Writing (3)** Practice in writing and editing of workplace documents, including correspondence, reports, and proposals. Prerequisite: ENGL 110 or 112 or 113 (B or higher), ENGL 120 (C or higher), or verbal ACT score  $\geq 26$ , or verbal SAT score  $\geq 610$ . UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower-Division General Education Common Core Curriculum – Area I: Communications.



# COURSE DESCRIPTIONS

## **ENGL 220: Expository Writing (3 to a maximum of 6)**

An intermediate course with emphasis on rhetorical types, structure, and style. Prerequisite: ENGL 110 or 112 or 113 (B or higher), ENGL 120 (C or higher), or verbal ACT score  $\geq 26$ , or verbal SAT score  $\geq 610$ . UNM Core Curriculum – 1: Writing & Speaking.

## **ENGL 224: Introduction to Creative Writing (3)**

A beginning course in the writing of diction, poetry, and creative nonfiction. Emphasis on process over product. Introduces issues of craft, workshop vocabulary, strategies for revision, and the habit of reading as a writer. Prerequisite: ENGL 110 or 112 or 113.

## **ENGL 290: Introduction to Professional Writing (3)**

A beginning course in the professional writing concentration. Study of technical writing, public information and public relations writing and freelance nonfiction writing. Prerequisite: ENGL 120.

## **ENGL 298: Workshop in Literature or Writing (1-3 maximum of 6)**

Various topics in literature, language and writing.

## LITERATURE & LANGUAGE COURSES

**ENGL 107: Greek Mythology (3)** Introduction to mythology; primary readings in stories about the gods and heroes, usually including Homer, Hesiod, Homeric Hymns and Tragedies. All texts will be in English.

**ENGL 150: The Study of Literature (3)** An introduction to the study and appreciation of literature for non-English majors. Shows how understanding writers' techniques increases enjoyment of their work; relates these techniques to literary conventions; teaches recognition, analysis, discussion of important themes. UNM Core Curriculum – 5: Humanities; New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts.

**ENGL 211: Topics in Literature (3-6)** Surveys a specific type or area in literature, e.g., the American Novel, the satiric novel, southern fiction, the western novel, American poetry, feminist literature, Chicano literature, Native American literature African-American literature, Medieval, and Viking literature. Primarily for non-majors. Prerequisite: ENGL 150.

**ENGL 240: Traditional Grammar (3)** A study of the basic analysis of English sentences offered by traditional grammar. Presents the terminology and methods for identifying parts of speech, functional units of sentences, and basic sentence patterns. Suggested prerequisite: ENGL 100.

**ENGL 248: Topics in Popular Medieval Literature and Studies (3-9)** Reading and analysis of popular contemporary literature and film of the medieval period, including Tolkien's works; mystery novels; fantasy; Viking language and saga.

**ENGL 250: The Analysis of Literature (3)** First course required of all English majors. Concentrates on methods of literary analysis and critical thinking. Prerequisite: ENGL 102.

**ENGL 264: Survey of Native Literatures and Rhetorics (3)** A general overview of the history and diversity of the literatures and rhetorics of Native peoples, including oral tradition, film, autobiography fiction, poetry, art, drama and ceremony. Focus is on American Indian texts.

**ENGL 265: Introduction to Chicana/o Literature (3)** A survey of Chicana/o novels, short stories, essays, poetry, and drama, from nineteenth century to the present, with emphasis on major themes such as history, culture, identity, language, and region.

**ENGL 281: African-American Literature I (Black Books I.) (3)** (Also offered as AFST 251.) This course introduces students to the African-American classics of the slavery era. Daily experiences of the characters in these books become the basis for discussing race, class, gender, revolt, freedom, peace and humanity.

**ENGL 287: Topics in Introductory Studies in Genre (3 to 6)** Introductory study in any one genre, including narrative, comedy, satire, tragedy, fiction, poetics, or stylistic analysis of nonfiction.

**ENGL 292: World Literatures: Ancient World through the 16th Century (3)** Survey of key texts in world literature from the ancient world through the 16th century.

**ENGL 293: World Literatures: 17th Century through the Present (3)** Survey of key texts in world literature from the 17th century through the present.

**ENGL 294: Survey of Earlier English Literature (3)** From Old English to 1798. A study of the principal literary and intellectual movements and selected writers and literary works from Beowulf through Johnson.

**ENGL 295: Survey of Later English Literature (3)** From 1798 to present. Study of principal literary and intellectual movements and selected writers and literary works.

**ENGL 296: Earlier American Literature (3)** A general survey of American Literature to the mid-19th century.

**ENGL 297: Later American Literature (3)** A general survey of American Literature from the mid-19th century to present.

## Fine Arts (FA)

**FA 229: Topics (1-3 for a maximum of 12)** Interdisciplinary topics in fine arts.

## French (FREN)

**FREN 101: Elementary French I (3)** Conducted in French.

**FREN 102: Elementary French II (3)** Conducted in French.

**FREN 103: Elementary French Conversation (1)** Supplementary course to FREN 101, 102, for students interested in additional practice in speaking.

**FREN 108: Elementary French Reading (1)** Continuation and enrichment of elementary curriculum, conducted entirely in French.

**FREN 175: Accelerated Elementary French (6)** Encompasses the work of FREN 101, 102. FREN 101-102 and FREN 175 may not both be counted for credit.

**FREN 201: Intermediate French I (3)** Review of grammar and development of communication skills, conducted mostly in French.

**FREN 202: Intermediate French II (3)** Review of grammar and development of communication skills, introduction to reading of French literature, conducted entirely in French.

**FREN 203: Intermediate French Conversation (3)** Designed primarily to give qualified students of FREN 201, 202 extra practice in the oral use of the language; therefore, it is recommended that this course be taken concurrently with FREN 201 or FREN 202.

## Game Project (GAME)

**GAME 101: Introduction to Game Development (3)** Introductory game development concepts and techniques. Topics common to all game development: history of modern games, player considerations, game elements, storytelling and narrative, character development, game play experience, levels, interface design, audio, strategy, and project management.

**GAME 120: Game Testing (3)** Testing and debugging gaming and simulation applications in the Alpha and Beta stages of production. Product critiques and written documentation of testing and debugging processes. Assigned projects, readings, presentations, exams and group critiques will assist in preparing the student for further study in game development.

**GAME 130: Digital Imaging Techniques (3)** This course provides students with a fundamental working knowledge of the technical, aesthetic, and conceptual aspects of digital imaging techniques, digital photography, and the Adobe Photoshop Creative Suite software to provide a foundation in game asset building, texturing and design. Lectures, demonstrations, group/online discussions, and other online content will introduce various issues associated with the digital media presented and accompanying technologies.

**GAME 135: Game Programming (3)** The course focuses on game programming, using various languages, such as C++. Topics will include points and vectors,

sound, and graphics. Lectures, demonstrations, discussions, and other content will introduce various issues of game programming.

**GAME 140: Game Engine Scripting (3)** This course focuses on game scripting programming languages with an emphasis on game concepts and simulations directly related to game engines, both commercial and open-source, although a focus will be on the Unity game engine C++ and JavaScript. Students will work in small teams to produce a 2-D or 3-D computer game, using the Unity Game Engine. Students will be expected to fill multiple roles in the production process and gain hands-on experience in the collaborative processes of game design, project management, programming, graphics and animation, and playtesting.

**GAME 150: Project Development I (3)** Create computer games utilizing game development tools that require no programming including 2-D graphics, 3-D modeling, music and sound effects. Tasks include: game setup, development studio, manipulating graphic images, creating sounds/music, pictures and animation.

**GAME 200: Introduction to Game Engines (3)** This course focuses on real-time programming, using event-driven game scripting languages in both commercial and open-source gaming engines but mainly focusing on the Unity Game Engine. Students participate in both individual, hands-on exercises, as well as game development teamwork to design and build functional games, using existing game engines, including discussions and recommendations for game engines to fit industry specifications.

**GAME 250: Project Development II (3)** This course continues the focus on core methodologies for collaborative game development. The iterative development process will be enhanced through online communication strategies, version control and a rigorous review process. Independent online marketing strategies will be introduced and utilized for the final project.

**GAME 260: Level Design (3)** This course introduces the tools and concepts used to create levels for games and simulations. The course focuses on level design: architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling, utilizing toolsets from industry titles. Lectures, demonstrations, discussions, and other content will introduce various issues of game-level design.

**GAME 270: 3D Modeling & Animation (3)** This course focuses on skill development covering the 3-D computer graphics pipeline, using Autodesk Maya, 3DS Max, and/or Blender and other software. Upon completion of this course, students will gain the foundation needed to create games and game assets.

# COURSE DESCRIPTIONS

## General Studies (GENS)

**GENS 193: Topics (1-3)** General reading and class discussion in topical areas of interest requested by students or community entities.

## Health Career

### Health Sciences (HCHS)

**HCHS 111: Medical Terminology (3)** An introduction to terminology used in health careers. It will provide a basic knowledge of prefixes, suffixes, and root words used in describing anatomical parts of the human body as well as general terms relating to disease processes.

**HCHS125: Pharmacy in Nursing & Health Profession (3)** This course will present the basic therapeutic actions of various types of commonly used drugs. Emphasis will be placed on the classification of medications, therapeutic action, adverse reactions, routes of administration and calculation of drug dosages and solutions.

*Note: HCHS 125 is restricted to students in the Associate Degree in Nursing (ADN) program. Only students enrolled in the ADN program will be allowed to enroll in this course.*

### Health Education (HED)

**HED 164L: Standard First Aid (1-3)** Preparation in knowledge and skills to meet the needs in situations when basic first aid care is needed. Students eligible for Standard First Aid Certification and CPR Certificate. May be repeated for credit up to 3 credit hours.

**HED 171: Personal Health Management (3)** Exploration of the major areas of health information pertinent to understanding how to achieve, maintain, and promote positive health. Topics covered include mental health, drugs, human sexuality, prevention and control of diseases, nutrition, consumer health, and ecology.

**HED 209: Education for AIDS Prevention (1)** This course is designed to familiarize students about the HIV/AIDS epidemic with HIV/AIDS awareness including basic information, prevention, history, compassion, legal issues, testing and societal implications.

**HED 212: Fundamentals of Human Sexuality (3)** Basic knowledge about human sexuality including anatomical, physiological, psycho-social, and ethical components. Reproduction, contraception, sexually transmitted disease, sexual health and sexual dysfunctions are among areas examined.

**HED 247: Consumer Health (1)** Preparation in knowledge and skills related to consumers of health products and services.

**HED 260: Foundations of Health Promotion (3)** For those considering becoming health majors or minors in

school health or community health. Exploration of the basic philosophy and fundamental practices currently utilized in health education.

**HED 293: Topics (1-3)** May be repeated for credit, no limit.

### History (HIST)

**HIST 101: Western Civilization to 1648 (3)** Ancient times to 1648. Meets UNM Core Curriculum – 5: Humanities; Meets New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 1053).

**HIST 102: Western Civilization Post 1648 (3)** 1648 to present. Meets UNM Core Curriculum – 5: Humanities; Meets New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 1063).

**HIST 161: History of the United States to 1877 (3)** Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1607 to 1877. Meets UNM Core Curriculum – 5: Humanities; Meets New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 1113).

**HIST 162: History of the United States Since 1877 (3)** Survey of the economic, political, intellectual, and social development of the United States, including the place of the U.S. in world affairs from 1877 to the present. Meets UNM Core Curriculum – 5: Humanities; Meets New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 1123).

**HIST 181: History of Latin America (3)** An introduction to indigenous, African and Iberian backgrounds. Examines colonial societies through social economic and political institutions with attention to the contributions of Indians, Africans and Europeans to the creation of Latin America's diverse societies.

**HIST 182: Modern Latin American History (3)** Surveys the nations of Latin America from their independence until the present. Emphasizes the process of nation-building, governance, socioeconomic integration and coping with modernization. Special attention given to the great leaders of Latin America.

**HIST 201: The Medieval World (3)** Also offered as MDVL 201. A broad survey of the history, literature, and culture of the medieval period, from the fall of the Roman Empire to the eve of the Renaissance.

**HIST 205: Roman Civilization (3)** Also offered as PHIL 205, ARTH 205. An interdisciplinary introduction to ancient Rome. Lectures on Roman literature, history, art and philosophy.

**HIST 220: Studies in History (1-3)** Will vary from instructor to instructor but will offer a review of particular historical issues designed for the nonspecialist. For content of particular courses, see Schedule of Classes and contact Department. May be repeated for credit without limit provided the topics vary. Suggested prerequisite: ENGL 101.

**HIST 251: Traditional Eastern Civilizations (3)** The origin and development of the traditional societies and cultures of India, Southeast Asia, China, Japan and the Middle East.

**HIST 252: Modern Eastern Civilizations (3)** The emergence of modern Asia from the impact of western colonialism and imperialism to nationalism, modernization and revolution.

**HIST 260: History of New Mexico (3)** Introduction to New Mexico history from earliest human settlement to present day.

**HIST 284: African-American History I (3)** Also offered as AFAM 284. This course examines major events and personalities that shaped the history of African-Americans in the United States.

**HIST 285: African-American History II (3)** Also offered as AFAM 285. This course will explore each of the major historical events, Black leaders of those times and their influence on the social and political advancement of African-Americans from the Civil War to the present.

## Information Technology (IT)

**IT 101: Computer FUNDamentals (1-3)** This course is designed for students with little or no computer experience. The course will prepare the student to utilize computer hardware and software effectively and efficiently. The student is given the opportunity to learn to use electronic mail, explore the web, perform basic file management procedures (copy, rename, create subdirectories, etc.), and edit, format, and print simple documents. The student will also have an opportunity to learn basic information of computer systems to include the functions of various hardware components, the importance of software programs, how information is processed, and the social and ethical implications of the computer generation. Suggested pre or co-requisite: OBT 105.

**IT 110: Introduction to Publications and Presentations (1)** This course provides the student with basic information about the graphics arts career and corresponding skills. The student is given the opportunity to learn various terminology associated with desktop publishing and presentation graphics as well as the basic skills to produce simple yet effective publications and electronic slide presentations. Suggested prerequisite: IT 101 or prior experience with computers.

**IT 121: Electronic Spreadsheets (3)** Introduction to concepts and applications of electronic spreadsheets. Suggested pre or co-requisite: CS 150 with grade of C or better.

**IT 122: Introduction to Database Management Systems (3)** Students will study theory of database management systems (DBMS) and will write generic and reusable programs using DBMS software. Suggested prerequisite: CS 150 with grade of C or better.

**IT 125: Microcomputer Operating Systems (3)** Introductory concepts in microcomputer operating systems. Acquaints students with practical aspects of microcomputer operating systems including file management systems, utilities, and computer peripherals. Suggested prerequisite: CS 150 with grade of C or better.

**IT 131: Introduction to Hardware Installation (3)** The purpose of this course is to prepare students to take and pass the CompTIA national certification test. Students will learn function, structure, operations, file management, and memory management. Students will also practice proper safety procedures, scheduled preventative maintenance, and installation of computer components. In addition, students will configure, diagnose, and troubleshoot stand-alone computers. Finally, students will learn and apply industry accepted customer service skills. Prerequisite: IT 125.

**IT 140: Technical Customer Service (3)** The purpose of the course is to expose students to a wide range of customer concerns regarding the software and hardware problems. Students will identify the problem with the computer and/or software, then explain it in layman's terms and recommend corrective actions. This will be accomplished by simulating real-life hardware/software problems. A portion of the class will address customer expectations, handling irate customers, and proactive problem control. Pre or co-requisites: IT 205, IT 222, IT 230.

**IT 193: Topics I (1-4)** May be repeated for credit provided content is not the same.

**IT 205: Web Design Methodology (3)** Students will create and manage Web sites using various programming languages, multimedia and CSS standards. This course focuses on theory, design and Web construction, along with information architecture concepts, Web project management, scenario development and performance evaluations.

**IT 222: Database Management Systems (3)** This course is a continuation of IT 122. Students will write more complex generic and reusable DBMS programs to build finished, turnkey applications. Prerequisite: IT 122.

**IT 230: Computer Networking (4)** Students will learn the fundamentals of network technology, technical

# COURSE DESCRIPTIONS

concepts of network environments, identify the basic characteristics for local and wide area networks, list and describe the layers of the OSI networking model, list and identify the use of common network devices, describe the procedure for installing and configuring network adapters, list common network protocols, identify the best network protocol, describe the physical characteristics of a LAN, identify inter-network connectivity hardware by sight, define the roles of clients, servers, and peers on a network, list the most common network operating systems, identify potential network bottlenecks, and list fault tolerance procedures. Prerequisites: IT 125 and IT 131.

**IT 270: Graphics and Animation (3)** This course introduces the student to the concepts, tools, and techniques of microcomputer-based, two-dimensional graphics and animation. Students use microcomputer painting software to create visual effects and still images, and they use animation software to produce the illusion of movement. Students are taught design fundamentals, as well as the essentials of color theory, and they explore the differences between pigment color and light color.

**IT 293: Topics II (1-4)** May be repeated for credit provided content is not the same.

**IT 295: Practicum/Cooperative Education (3)** Students are placed in a business in order to gain on-the-job skills and knowledge. Prerequisite: approval of the instructor; enrolled in the last semester of the associate degree or certificate program.

## Linguistics (LING)

**LING 101: Introduction to the Study of Language (3)** Also offered as ANTH 110. Broad overview of the nature of language: language structure, biology of language, language learning, language and thought, bilingualism, social and regional variation, and educational implications. Intended to fulfill breadth requirements in any college. Meets UNM Core Curriculum – 4: Social & Behavioral Sciences.

**LING 295: Special Topics in Current Language Issues (3)** Special topics motivated by expertise of instructor and interest of students. Topics may include language and gender, language and politics, animal communication, language and aging, and languages of the world. May be repeated for credit, since topics vary by term.

## Mathematics and Statistics (MATH, STAT)

**Note:** For courses requiring a grade of C or higher in a prerequisite course, a grade of C- is not sufficient to satisfy the prerequisites for mathematics and statistics courses. A co-requisite course must be taken either before or with the course requiring it.

## DEVELOPMENTAL MATHEMATICS COURSES

**MATH 011: Pre-algebra Part I (1-2)** This course includes the first half of a prealgebra course including whole numbers, fractions, decimals, ratio and proportions, and percent.

**MATH 012: Pre-algebra Part II (1-2)** This is the second half of a prealgebra course and covers measurement and geometry, real numbers, introduction to algebra and basic equation solving, and applications. Prerequisite: MATH 011.

**MATH 021: Introduction to Algebra Part I (1-2)** This course includes the first half of a beginning algebra course including a review of basic arithmetic, real numbers, integer exponents, linear inequalities, and an introduction to application problems. Prerequisite: MATH 099 or MATH 012.

**MATH 022: Introduction to Algebra Part II (1-2)** This course includes the second half of a beginning algebra course including a review of the Cartesian coordinate system, graphing linear equations in two variables, properties of exponents, polynomials and an introduction to factoring. Prerequisite: MATH 021.

**MATH 099: Pre-Algebra (4)** A pre-college mathematics course. Emphasis is placed on basic operations, fractions, decimals, percents, ratios, and introductory algebra and includes a skills laboratory. Grade option: RA, RB, RC, RCR/RNC. Prerequisites/placement: Minimum pre-algebra COMPASS score of 24, or math ACT score of 14.

**MATH 100: Introduction to Algebra (4)** Topics covered include linear equations, polynomials, factoring, formulas, graphing, and applications problems and include a skills laboratory. Grade option: RA, RB, RC, RCR/RNC. Prerequisites/placement: Successful completion of MATH 099 (RA, RB, RC, RCR) or minimum pre-algebra COMPASS score of 36, or math ACT score of 16. Co-requisite: MATH 193: Critical Thinking for Math.

## STUDY SESSION COURSES

**MATH 106: Problems in Intermediate Algebra (1)** A study session for MATH 120 students with an emphasis on problem solving. Suggested co-requisite: MATH 101/102/103 or MATH 120. Grade option: CR/NC.

**MATH 107: Problems in College Algebra (1)** A study session for MATH 121 students with an emphasis on problem solving. Suggested co-requisite: MATH 121. Grade option: CR/NC.

**MATH 110: Problems in Elements of Calculus I (1)** Study session for Math 180 with an emphasis on problem solving. Suggested co-requisite: MATH 180. Grade option: CR/NC.



## COLLEGE-LEVEL MATHEMATICS COURSES

**MATH 101: Intermediate Algebra Part 1 (1)** This course includes equations and inequalities, applications and problem solving with linear equations, linear functions and the graph of a line, percent, perimeters, areas of simple geometric shapes. Prerequisite: Successful completion of MATH 100 (C or CR) or minimum pre-algebra COMPASS score of 57 or algebra COMPASS score of 34, or math ACT  $\geq 19$ , or math SAT  $\geq 450$ .

**MATH 102: Intermediate Algebra Part 2 (1)** This course includes quadratic equations, properties of exponents and scientific notation, simplifying polynomial expressions, factoring and introduction to functions. Pre- or corequisite: Math 101

**MATH 103: Intermediate Algebra Part 3 (1)** This course includes radical expressions and equations, rational expressions and equations, the exponential and logarithm functions. Pre- or corequisite: Math 102

**MATH 111: Mathematics for Elementary and Middle School Teachers I (3)** Course offers an in-depth look at the representations of rational numbers, including base-ten and decimal numbers, integers, fractions, and arithmetic operations on these sets. Problem solving is emphasized throughout. Prerequisites/placement: Successful completion of (MATH 101 and MATH 102) or MATH 100 (C or higher) or 120 or 121 or 123 or 150 or 162 or 180 or STAT 145 or ISM 100 or ACT  $\geq 19$  or SAT  $\geq 450$  or COMPASS Pre-Algebra  $> 56$  or Algebra  $> 33$ .

**MATH 112: Mathematics for Elementary and Middle School Teachers II (3)** This course develops basic geometric concepts including rigid transformations and congruence; dilations and similarity; length, area and volume; systems of measurement and unit conversions; connections to coordinate geometry. Problem solving is emphasized throughout. Prerequisite: Successful completion of MATH 111 (C or higher).

**MATH 115: Technical Mathematics (3)** Intended for students in applied trade technologies. Topics include a review of basic arithmetic, elementary algebra, applied geometry, measuring instruments, and formulas. Prerequisite: Math 100.

**MATH 120: Intermediate Algebra (3)** Preparation for MATH 121, 129 and STAT 145. Covers linear equations and inequalities, polynomials, factoring, exponents, radicals, fractional expressions and equations, quadratic equations, perimeters, areas of simple geometric shapes, and logarithms. Emphasis on problem solving skills. Acceptable as credit toward graduation in some programs but not acceptable to satisfy the UNM Core Curriculum or New Mexico Lower-Division General Education Common Core Curriculum requirement in Mathematics. Grade option: A+ to B-, CR/NC. Prereq-

uisites/placement: Successful completion of MATH 100 (C or CR) or minimum pre-algebra COMPASS score of 57 or algebra COMPASS score of 34, or math ACT  $\geq 19$ , or math SAT  $\geq 450$ .

**MATH 121: College Algebra (3)** Preparation for MATH 150 and 180. The study of equations, functions and graphs, especially linear and quadratic functions. Introduction to polynomial, rational, exponential and logarithmic functions. Applications involving simple geometric objects. Emphasizes algebraic problem solving skills. Prerequisites/placement: Successful completion of (MATH 118 and MATH 119) or MATH 120 (C, CR or higher) or (MATH 101 and MATH 102 and MATH 103) minimum algebra COMPASS score of 55 or COMPASS College Algebra score  $> 33$ , or math ACT  $\geq 22$ , or math SAT  $\geq 510$ . UNM Core Curriculum – 2: Mathematics; New Mexico Lower-Division General Education Common Core Curriculum – Area II: Mathematics (NMCCN 1113).

**MATH 123: Trigonometry (3)** Definition of the trigonometric functions, radian and degree measure, graphs, basic trigonometric identities, inverse trigonometric functions, complex numbers, polar coordinates and graphs, vectors in 2 dimensions. May be taken concurrently with MATH 150. Meets New Mexico Lower-Division General Education Common Core Curriculum Area II: Mathematics (NMCCN1113). Prerequisites/placement: Successful completion of Math 121 (C or higher) or minimum college algebra COMPASS score  $\geq 55$ , or math ACT score  $\geq 25$ , or math SAT score  $\geq 570$ .

**MATH 129: A Survey of Mathematics (3)** An introduction to some of the great ideas of mathematics, including logic, systems of numbers, sequences and series, geometry and probability. Emphasizes general problem-solving skills. Prerequisites/placement: Successful completion of (MATH 118 and MATH 119) or (MATH 101 and MATH 102) or MATH 120 (C, CR or higher) or 121 or 123 or 150 or 162 or 163 or 180 or 181 or 264, or minimum algebra COMPASS score of 55, or math ACT score  $\geq 22$ , or math SAT score  $\geq 510$ . UNM Core Curriculum – 2: Mathematics; New Mexico Lower-Division General Education Common Core Curriculum – Area II: Mathematics.

**STAT 145: An Introduction to Statistics (3)** Techniques for the visual presentation of numerical data, descriptive statistics, introduction to probability and basic probability models used in statistics, introduction to sampling and statistical inference, illustrated by examples from a variety of fields. Prerequisites/placement: Successful completion of (MATH 118 and MATH 119) or (MATH 101 and MATH 102) or MATH 120 (C, CR or higher) or 121 or 123 or 150 or 162 or 163 or 180 or 181 or 264, or minimum algebra COMPASS score of 55, or math ACT score  $\geq 22$ , or math SAT score  $\geq 510$ . UNM

# COURSE DESCRIPTIONS

Core Curriculum – 2: Mathematics.

**MATH 150: Pre-Calculus Mathematics (3)** In-depth study of polynomial, rational, exponential and logarithmic functions and their graphs. Includes the fundamental theorem of algebra, systems of equations, conic sections, parametric equations and applications in geometry. Exploration of the graphing calculator. May be taken concurrently with MATH 123. Prerequisites/ placement: Successful completion of Math 121 (C or higher) or minimum college algebra COMPASS score of 55, or math ACT score  $\geq 25$ , or math SAT score  $\geq 570$ . UNM Core Curriculum – 2: Mathematics; New Mexico Lower-Division General Education Common Core Curriculum – Area II: Mathematics.

**MATH 162: Calculus I (4)** Limits. Continuity. Derivative: definition, rules, geometric and rate-of-change interpretations, applications to graphing, linearization and optimization. Integral: definition, fundamental theorem of calculus, substitution, applications to areas, volumes, work, average. Prerequisites/ placement (ACT = 28-31 or SAT = 640-700 or MATH 150 or COMPASS College Algebra > 66) and (MATH 123 or COMPASS Trigonometry > 59) or (ACT  $\geq 32$  or SAT  $\geq 700$ ). UNM Core Curriculum – 2: Mathematics; New Mexico Lower-Division General Education Common Core Curriculum – Area II: Mathematics (NMCCN 1614).

**MATH 163: Calculus II (4)** Transcendental functions, techniques of integration, numerical integration, improper integrals, sequences and series, Taylor series with applications, complex variables, differential equations. Prerequisite: Successful completion of Math 162 (C or higher). Credit not allowed for both MATH 163 and MATH 181. UNM Core Curriculum – 2: Mathematics.

**MATH 180: Elements of Calculus I (3)** Limits of functions and continuity, intuitive concepts and basic properties; derivative as rate of change, basic differentiation techniques; application of differential calculus to graphing and minima-maxima problems; exponential and logarithmic functions with applications. Prerequisites/ placement: Successful completion of Math 121 or MATH 150 (C or higher) or minimum college algebra COMPASS score of 67 55, or math ACT score of 26, or math SAT score of 600. Credit not allowed for both MATH 162 and MATH 180. UNM Core Curriculum – 2: Mathematics; New Mexico Lower-Division General Education Common Core Curriculum – Area II: Mathematics (NMCCN 1613).

**MATH 181: Elements of Calculus II (3)** Includes the definite integral, multivariate calculus, simple differential equations, basic review of trigonometry and its relation to calculus. Prerequisite: Successful completion of Math 180 (C or higher). Credit not allowed for both MATH 163 and MATH 181. UNM Core Curriculum – 2: Mathematics.

**MATH 193: Topics in Mathematics (1-3)** Various topics in mathematics including, but not limited to, tools and techniques designed to improve attitudes and performance in math class, and calculator usage.

**MATH 215: Mathematics for Elementary and Middle School Teachers III (3)** Algebra from the viewpoint of the elementary curriculum with emphasis on proportional and linear relationships. Also included: topics from probability and statistics with connections to other topics in elementary curriculum. Problem solving is emphasized throughout. Prerequisite: Successful completion of MATH 111(C or higher). UNM Core Curriculum – 2: Mathematics.

**MATH 264: Calculus III (4)** Vector operations, vector representation of planes and curves, functions of several variables, partial derivatives, gradient, tangent planes, optimization, multiple integrals in Cartesian cylindrical and spherical coordinates, vector fields, line integrals and Greens theorem. Prerequisite: C (not C-) or better in MATH 163.

## Media Arts (MA)

**MA 110: Introduction to Mass Communication (3)** Study of the development of the mass media with emphasis on television in the areas of programming, policy, regulations, economics, and technology. Examination of the social, cultural, and political impact of the mass media on contemporary society. Also offered as CJ 110).

**MA 111: Technical Introduction to Video Production (3)** For the student who has no practical knowledge of video technology. Students learn about the camera and lens, sound recording, lighting, editing, and other elements of production. Special fee required.

**MA 210: Introduction to Film Studies (3)** Analysis of film as a unique art, and a survey of main trends in film history. Screenings and critical study of major films.

**MA 212: Beyond Hollywood (3)** An introduction to marginalized cinemas with screenings of major works.

**MA 216: Topics in Video Making (3-6)** This course strengthens students' skills in video technology, while helping them write, direct, and edit video projects that begin to reflect a personal, artistic vision. Special fee required. Prerequisite: MA 111.

## Mechanical Engineering (ME)

**ME 217: Energy, Environment & Society (3)** A look at the social, ethical, and environmental impacts of energy use in the contemporary world and throughout history. A survey of renewable energy and conservation and their impact on environmental and social systems.

## Music (MUS)

**MUS 139: Music Appreciation (3)** Designed to expand the student's ability to listen actively to Western classical art music; a survey of the various genres, including chamber music, symphonic and vocal repertoire. Includes live guest performances. Attendance at several on-campus concerts required. No musical background necessary. UNM Core Curriculum – 7: Fine Arts; New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 1113).

**MUS 143: University Chorus (1)** Large mixed chorus. Open to all university students; no audition required. May be repeated for credit for a maximum of 8 hours credit toward degrees in the BUS or 4 hours credit in the College of Fine Arts, College of Education or College of Arts and Sciences.

## Natural Science (NTSC)

**NTSC 261L: Physical Science (4)** For pre-service K-8 teachers only. A broad, interdisciplinary introduction to the science of geology, chemistry, physics and astronomy, with emphasis on the sciences processes, inquiry and the integration of technology. The course is activity-based, utilizing a problems-and-issues based approach; various teaching methods are modeled and practiced by students; some field trips may be required. UNM Core Curriculum – 3: Physical & Natural Sciences.

**NTSC 262L: Life Science (4)** For pre-service K8 teachers only. An activity-based study of science topics including botany, cell biology, genetics, microbiology, and zoology with emphasis on science processes, inquiry and integration of technology. Various teaching methods are modeled, and practiced by students; some field trips may be required. UNM Core Curriculum – 3: Physical & Natural Sciences.

**NTSC 263L: Environmental Science (4)** For pre-service K8 teachers only. An activitybased interdisciplinary study of major issues in environmental science with emphasis on science process, scientific investigations, and field-based activities, and the integration of technology. Course topics include current issues on population, healthy ecosystems, and natural resources. Various teaching methods are modeled, and practiced by students. UNM Core Curriculum – 3: Physical & Natural Sciences.

## Nursing (NURS)

**Notes:** *NURS 110, 115, 130, 131, 230, 232, 234, 235, 242L, 243, and 245 are restricted to students in the Associate Degree in Nursing (ADN) program. Only students enrolled in the ADN program will be allowed*

*to enroll in these courses. In addition, CPR certification is required to participate in clinical rotation of nursing courses. You must sign up for a CPR class if you are not currently certified. The CPR class must be a Health Care Providers course. Background checks are required for clinical rotations, be expected to have a background check done per the Patient Care Act. The fee may cost up to \$130.*

*Immunizations are required for all health care providers. Documentation will be required in order to go into clinical rotation. MMR, Hepatitis B vaccine, TB screening, and Varicella, are all required. Students must get a physical clearing them to lift 50 lbs. in order to go into clinical rotation. Make your doctor appointments early if you are signing up for this course. Finally, Needle Stick insurance coverage is mandatory for students enrolled in the ADN program.*

*All UNM students who are at risk for body fluid and blood-borne pathogen exposure, and coverage is for academic-related exposures only. Cost for coverage is \$30.00 per semester/per student, and is subject to change. Coverage will start the 1st day of the semester and end the day before the 1st day of the next semester. Students will be required to obtain this insurance before any academic-related training will take place.*

**NURS 110: Professional Development (1)** Introduces the Nursing student to broad concepts of critical self-examination, self-evaluation and self-management as a precursor to personal accountability and responsibility necessary for effective Nursing leadership and management. Emphasis on entry into the roles of the profession. Prerequisite: Admission into UNM-V Nursing Program. Corequisite: NURS 115.

**NURS 115: Nursing Fundamentals (8)** Introduces concepts and skills foundational to Associate Degree nursing. Emphasis is placed on use of best practice and nursing process to provide care for individual older adults with chronic health needs in long term care.

**NURS 130: Medical-Surgical Nursing I (5)** Introduction to medical-surgical nursing. Students will apply the nursing process in the care of an acute and/or chronically ill adult client in the acute care setting. Clinical application will take place in a variety of healthcare environments.

**NURS 131: Mental Health Nursing (4)** Focuses on application of the nursing process to care for individuals experiencing normal and abnormal psychological responses to life stressors. Students will care for one client in acute and community settings.

**NURS 230: Women's Health Nursing (4)** Focuses on the application of the nursing process to care for female clients, neonates, and families, before, during and after the birth process. Students will care for clients in a variety of inpatient and community settings.

# COURSE DESCRIPTIONS

**NURS 232: Pediatric Nursing (4)** Focuses on application of the nursing process to care for the child and family. Students will care for clients in a variety of inpatient and community settings..

**NURS 234: Medical-Surgical Nursing II (5)** Focuses on application of the nursing process to care for one or more adult clients and families with acute and chronic multisystem health problems. Clinical learning takes place in acute and community-based facilities and simulations labs.

**NURS 238: Pharmacology in Nursing and the Health Professions (3)** Introduction to pharmacologic principles, application of these principles to major classes of drugs, common drugs and their use in the clinical setting. Pre or co-requisite: NURS 239 or NURS 240.

**NURS 239: Pathophysiology I (3)** An introduction to human pathophysiology. The course focuses on forming a basic understanding of pathophysiology for nursing students. Prerequisites: BIOL 237 & 247L and BIOL 239L.

**NURS 240: Pathophysiology II (3)** This course is a continuation of Pathophysiology I. The course focuses on forming a basic understanding of Pathophysiology for nursing students. Prerequisites: NURS 239 and BIOL 238 & 248L.

**NURS 242L: Nursing Practicum (2)** This clinical course provides assessment of the student's Nursing knowledge, skills, and abilities in preparation for graduation, while the student works with a preceptor RN in the acute, long-term, or community setting. Prerequisite: Admission to UNM-V Nursing Program and satisfactory completion of all previous NURS courses in the Associate of Science Nursing Program.

**NURS 243: Medical Surgical Nursing III (9)** The nursing process is applied in the care of the adult client with complex acute, life-threatening, multi-system health problems. Clinical learning will take place in outpatient and inpatient acute care settings and simulation labs. Prerequisite: Admission into UNM-Valencia Nursing Program and satisfactory completion of all previous NURS courses in the Associate of Science Nursing program.

**NURS 245: Professional Seminar (1)** This capstone course explores the theoretical application of Nursing practice to develop expertise in management and leadership roles. Emphasis is on professional role development. Prerequisites: Admission into UNM-Valencia Nursing Program and satisfactory completion of all previous NURS courses in the Associate of Science Nursing Program. Corequisites: NURS 242, NURS 243.

## Nutrition (NUTR)

**NUTR 120: Nutrition for Health (3)** General concepts of nutrition applied to food choices that support health.

Cultural, psychological and economic implications of food choices.

**NUTR 244: Human Nutrition (3)** This course provides an overview of all the nutrients including functions in the body and food sources. Dietary guidelines intended to promote long term health are stressed. Prerequisite: BIOL 123 or BIOL 201 or CHEM 111L or CHEM 121 and CHEM 123L.

## Office & Business Technology (OBT)

**OBT 101: Introduction to Accounting (3)** This is a beginning course in secretarial accounting. Students are taught the basics of accounting and to complete a worksheet. Also covered are assets, liabilities, owner's equity.

**OBT 105: Basic Keyboarding (1)** Designed for students who have no keyboarding background or for students who want to improve/increase keyboarding skills. Students will learn the proper techniques for using the alphanumeric keyboard using tutorial software on microcomputers. Not recommended for Office and Business Technology majors.

**OBT 110: Business Language Skills (3)** Focuses on basic business language skills – spelling, capitalization, business terminology, dictionary usage, hyphenation, sentence punctuation, and applications to business writing.

**OBT 111: Keyboarding and Word Processing I (3)** Keyboarding is emphasized to develop speed and accuracy using the computer and current word processing software. Students will focus on creating, saving and retrieving, editing and formatting the following types of documents: business letters, memorandums, and manuscripts.

**OBT 112: Keyboarding and Word Processing II (3)** Students will learn to format business letters, business forms, manuscripts and tables with accuracy and speed using the computer and current word processing software. Resumes, application letters, itineraries, labels and news releases will be introduced. Speed goal: 45 wpm minimum. Prerequisite: OBT 111.

**OBT 205: Business Math Applications (3)** This course shows the student how to operate an electronic calculator through the "touch" method. Business problems in banking, payroll, merchandising, interest, compound interest, finance charges, amortization, depreciation, working capital ratios, and securities purchases are covered. Prerequisite: MATH 100.

**OBT 219: Legal Terminology/Transcription (3)** This course emphasizes legal terminology, and preparation and transcription of legal documents on a microcomputer. It is individualized and self-paced through the use of tapes. Prerequisites: OBT 112 (with minimum

typing speed of 45 wpm) and ENGL 100 or equivalent.

**OBT 221: Medical Transcription (3)** Students will learn to transcribe medical reports on a microcomputer. This course is individualized and self-paced through the use of tapes. Prerequisites: OBT 112 (with minimum typing speed of 45 wpm) and ENGL 100.

**OBT 235: Records Management (3)** A management course pertaining to a vital office function – the storage and control of records. Students will acquire knowledge and gain experience in using traditional and computerized storage systems.

**OBT 257: Administrative Procedures (3)** This course will provide students with an understanding of the role of administrative support personnel: employment skills, office health and safety issues, organization and time management, records management, information and communications, meeting and travel planning, reprographics, and critical thinking skills. Prerequisite: OBT 112.

**OBT 260: Desktop Publishing and Presentation (3)** Students get hands-on training in desktop publishing and presentation graphics software as they are taught to produce flyers, newsletters, brochures, and professional presentations. Prerequisite: OBT 112 or approval of the instructor.

**OBT 263: Preparation for Microsoft Word Certification (3)** Students will refine their word processing skills and apply them to more advanced operations (e.g., math functions, sorting, merging and graphics) which will help them prepare for Microsoft Word Certification. Certification testing is not provided; students wishing to take the exam will need to make their own arrangements. Prerequisite: OBT 112 or approval of the instructor.

**OBT 265: Business Communications (3)** Students will prepare business correspondence, deliver oral presentations, and be introduced to grant writing. Correct and forceful English will be emphasized. Students will develop sensitivity in communicating with a diverse workforce. Prerequisite: OBT 110.

**OBT 293: Topics in OBT (3)** Focuses on topics of special interest in Office and Business Technology. May be repeated for credit up to 9 credit hours.

**OBT 295: Practicum/Cooperative Education (1-3)** Students are placed in an office-related work situation

to gain skills and knowledge on the job. Prerequisite: approval of the instructor.

## Personal Care Attendant (PCA)

**PCA 101L: Personal Care Attendant (5)** (Home Health Aide) Students prepare to work as a Personal Care Attendants in home healthcare, as independent contractors/self-employment, or to provide care for a relative. Course includes lectures, group learning, video instruction, workbook exercises, instructor demonstrations, hands-on skills practice and exams. Skills Lab: 64 hours; Clinical/job shadowing: 16 hours in a home healthcare or assisted living facility. Prerequisites: Satisfactory score on placement tests for writing, reading, and mathematics or completion of ENGL 100 and MATH 099 with a grade of "CR."

## Philosophy (PHIL)

**PHIL 101: Introduction to Philosophical Problems (3)** Philosophical issues and methodology illustrated through selected problems concerning values, knowledge, reality; and in social, political, and religious philosophy. Meets UNM Core Curriculum – 5: Humanities; Meets New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCCN 1113).

**PHIL 102: Current Moral Problems (3)** Ethical issues arising in contemporary society; sexual morality, preferential treatment, racism, punishment, war, and world food distribution.

**PHIL 108: Introduction to Asian Philosophies (3)** Philosophical issues and methodology illustrated in relation to South and East Asian thought: Hinduism, Buddhism, Taoism, and Confucianism.

**PHIL 111: Humanities I (3)** Comparative introduction to the development of human civilizations, emphasizing philosophic thought, religious practice and artistic expression. Meets UNM Core Curriculum-5: Humanities. Meets New Mexico Lower-Division General Education Core Curriculum Area V: Humanities and Fine Arts.

**PHIL 156: Reasoning and Critical Thinking (3)** The purpose of this course is to help students learn how to analyze, critique, and construct arguments in context, in other words, how to read and write argumentative essays. Meets UNM Core Curriculum – 1: Writing & Speaking; New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts.

**PHIL 201: Greek Thought (3)** An introductory survey of early and classical Greek philosophy, literature, and history. Figures: Presocratics, Socrates, Plato, and Aristotle; Homer and Sophocles; Herodotus and Thucy-

Need some assistance?  
Call Student Services  
at 925.8560

# COURSE DESCRIPTIONS

dides. Meets NMCC Area V: Hum and Fine Art.

**PHIL 202: From Descartes to Kant (3)** An historical study of philosophical trends and controversies that characterize the development of early modern philosophy. This survey will cover the philosophies of Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, and Kant. Meets NMCC Area V: Hum and Fine Art.

**PHIL 204: Greek Civilization (3)** Also offered as CLST 204, HIST 204, ARTH 204. An Interdisciplinary introduction to the ancient world as the foundation of modern civilization. Lectures on classical art, history, literature and philosophy.

**PHIL 205: Roman Civilization (3)** Also offered as HIST 205, ARTH 205. An interdisciplinary introduction to ancient Rome. Lectures on Roman literature, history, art and philosophy.

**PHIL 245: Professional Ethics (3)** Examination of social and ethical problems associated with the business, engineering, medical and legal professions. Meets New Mexico Lower-Division General Education Core Curriculum Area V: Humanities and Fine Arts. Meets NMCC Area V: Hum and Fine Art.

## Physical Education (PENP, PEP)

**PENP 113: Aikido (1)** Instruction and practice of the basic skills and techniques of Aikido.

**PENP 114: Weight Training and Physical Conditioning (1)** Individual training programs for development of general strength, tone, endurance, and weight control.

**PENP 115: Intermediate Weight Training (1)** Instruction in advanced weight-lifting principles and techniques as well as fitness related topics.

**PENP120: Nia Dance Fitness (1)** Instruction and practice in the basic movements in Nia, a fitness program designed to increase participant's strength, endurance and balance.

**PENP121: Beginning Belly Dance (1)** Instruction in the basic moving steps and rhythms of the oriental dance.

**PENP122: Intermediate Belly Dance (1)** Instruction on the isolation and slow movements of Middle Eastern dance, including use of the veil and improvisation.

**PENP 124: Ballroom Dance (1)** Instruction in the basic movements of social dances such as the fox trot, waltz, lindy, rhumba, tango, and cha-cha.

**PENP 125: Intermediate Ballroom Dance (1)** Instruction dependent upon experience of students in basic movements of all segments of ballroom dance.

**PENP 128: Beginning Country Western Dance (1)** Instruction in the basic movements of the waltz, two-step, swing and polka.

**PENP 129: Intermediate Country Western Dance (1)**

Instruction dependent upon experience of students in basic movements of all segments of Country Western dance.

**PENP 130-131: T'ai Chi Ch'uan (1)** Instruction and practice in techniques to enhance body awareness, reduces stress, improve balance and increase strength.

**PENP 132: Beginning Tae Kwan Do (1)** Instruction in the basic skills, blocks, strikes and kicks of Tae Kwan Do.

**PENP 133: Intermediate Tae Kwan Do (1)** Advanced instruction in the basic skills, blocks, strikes and kicks of Tae Kwan Do.

**PENP 134: Beginning Kung Fu (1)** Instruction in the basic skills, blocks, strikes and kicks of Kung Fu.

**PENP 135: Intermediate Kung Fu (1)** Advanced instruction in the basic skills, blocks, strikes and kicks of Kung Fu.

**PENP 136: Personal Defense (1)** Instruction in the basic skills needed to defend one's self against assault.

**PENP 138-139: Karate (1)** Instruction in the basic skills, blocks, strikes, and kicks of Japanese karate.

**PENP 140: Beginning Golf (1)** Instruction in basic skills, equipment, rules, etiquette, and shot-making.

**PENP 141: Intermediate Golf (1)** Instruction emphasizes actual play.

**PENP 143: Beginning Tennis (1)** Instruction in basic skills and rules of tennis.

**PENP 144: Intermediate Tennis (1)** Instruction dependent upon skills of students in basic fundamentals. Perfection of strokes.

**PENP 146: Bowling (1)** Special fees. Instruction and practice in the basic skills of bowling.

**PENP 148: Archery (1)** Instruction in the basic skills and knowledge of range archery.

**PENP 155-156: Pilates (1)** Instruction in movements that increase balance, core fitness and cardiorespiratory endurance.

**PENP 158: Aerobic Dance I (1)** Instruction in continuous movement using basic dance steps for improved cardiorespiratory endurance.

**PENP 159: Aerobic Dance II (1)** Instruction in a longer aerobic workout using more advanced dance steps for improved cardiorespiratory endurance.

**PENP 161-162: Jogging Fitness (1)** Individualized running programs for improved cardiorespiratory endurance.

**PENP 165: Yoga (1)** Introduction to five areas of yoga which are particularly significant to the Western World.

**PENP 166: Intermediate Yoga (1)** Instruction in more advanced techniques of Yoga emphasizing the physical aspects of Hatha Yoga.

**PENP 177-178: Fundamentals of Stretching and Relax-**

**ation Techniques (1)** Instruction and practice of various techniques to enhance flexibility and reduce stress.

**PENP 180-181: Feldenkrais: Awareness Through Movement (1)** A class to develop and experience a deeper awareness of a person's body and its capabilities.

**PENP 188: Modified Physical Education (1)** An activity class designed to meet the individual needs of students who require various modifications for exercise.

**PENP 193: Topics (1-2)** May be repeated for credit, no limit. New activities offered on an exploratory basis.

**PEP 293: Topics (1-3)** May be repeated for credit, no limit.

## Physics (PHYC)

**Note:** *The sequence 151, 151L, 152, 152L, is required of pre-medical, pre-dental, and preoptometry students. Only 151 and 152 are required of pharmacy students.*

**PHYC 151: General Physics (3)** Mechanics, sound, heat, fluid, waves. The sequence (PHYC 151, 151L, 152, 152L) is required of pre-medical, pre-dental, and pre-optometry students. Only PHYC 151 and 152 are required of pharmacy students. Prerequisite: ACT >27 or SAT >630 or MATH 123 or COMPASS Trigonometry test = >60 and MATH 150 or MATH 162 or MATH 180. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1114).

**PHYC 151L: General Physics Laboratory (1)** Mechanics, sound, heat. Lab: 3 hours. Pre or co-requisite: PHYS 151. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1114).

**PHYC 152: General Physics (3)** Electricity, magnetism, optics. Prerequisite: PHYS 151. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1124).

**PHYC 152L: General Physics Laboratory (1)** Electricity, magnetism, optics. Lab: 3 hours. Pre or co-requisite: PHYS 152. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1124).

**PHYC 160: General Physics (3)** Mechanics, sound. Pre or co-requisite: MATH 162. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1124).

**PHYC 160L: General Physics Laboratory (1)** Mechanics, sound. Pre or co-requisite: PHYC 160. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mex-

ico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1124).

**PHYC 161: General Physics (3)** Heat, electricity, magnetism. Prerequisite: PHYC 160. Pre or co-requisite: MATH 163. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1124).

**PHYC 161L: General Physics Laboratory (1)** Electricity and magnetism. Pre or co-requisite: PHYC 161. UNM Core Curriculum – 3: Physical & Natural Sciences; New Mexico Lower-Division General Education Common Core Curriculum – Area III: Laboratory Science (NMCCN 1124).

## Political Science (POLS)

**POLS 110: The Political World (3)** An introduction to politics, with emphasis on the ways people can understand their own political systems and those of others. Students who have already had courses in political science may not count POLS 110 toward a major at UNM. Meets UNM Core Curriculum – 4: Social & Behavioral Sciences; Meets New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences (NMCCN 1113).

**POLS 200: American Politics (3)** Survey of American politics, including political behavior of the American electorate, the theory of democracy, the structure and function of American political institutions, and contemporary issues. Meets UNM Core Curriculum – 4: Social & Behavioral Sciences; Meets New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences (NMCCN 1123).

**POLS 220: Comparative Politics (3)** Designed to give students the ability to understand and evaluate political regimes by focusing on the political history, socioeconomic structure and contemporary political institutions and behavior. Includes consideration of European and developing systems.

**POLS 240: International Politics (3)** Also offered as PCST 240. Analyzes significant factors in world politics, including nationalism, national interest, ideology, international conflict and collaboration, balance of power, deterrence, international law and international organization. Meets NMCC Area IV: Social/Behavioral Science.

**POLS 260: Political Ideas (3)** Introduces many of the enduring political issues in descriptive, analytical and normative terms. Will include discussion of both classical and contemporary political ideas and ideologies.

**POLS 270: Public Policy and Administration (3)** Introduces public policy and bureaucracy, including deci-

# COURSE DESCRIPTIONS

sion-making and implementation.

**POLS 280: Introduction to Political Analysis (3)** Discovery of causal patterns in political behavior, evaluation of effectiveness of political reforms and campaign techniques, analysis of the logic of scientific research and related topics. No knowledge of statistics, computers or research methods assumed.

## Psychology (PSY)

**PSY 105: General Psychology (3)** Overview of the major content areas in psychology. Topics to be covered include learning, cognition, perception, motivation, biological systems, social and abnormal psychology, development, personality, and approaches to psychotherapy. Meets UNM Core Curriculum – 4: Social & Behavioral Sciences; Meets New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences.

**PSY 211: Applied Psychology (3)** Topics in applications to everyday life, such as personnel selection, consumer psychology, and environmental problems.

**PSY 220: Developmental Psychology (3)** Overview of the physical, perceptual, motor, cognitive, emotional, and social development of children from infancy through adolescence. Prerequisite: PSY 105.

**PSY 231: Psychology of Human Sexuality (3)** Also offered as WMST 231. Exploration of the physiological, cultural, and individual factors that influence sexual behavior, sex roles, and sexual identity. Prerequisite: PSY 105.

**PSY 240: Brain and Behavior (3)** A general survey of the biological foundations of behavior. Emphasis is on the central nervous system. Prerequisite: PSY 105, or BIOL 110, or BIOL 123.

**PSY 265: Cognitive Psychology (3)** Study of the cognitive processes involved in the encoding, storage, retrieval and use of knowledge, including attention, memory, comprehension, categorization, reasoning, problem-solving, and language. Prerequisite: PSY 105.

**PSY 271: Social Psychology (3)** Study of social influence: perception of oneself and others, attitudes, conformity, attraction, altruism, aggression, groups. Prerequisite: PSY 105. Suggested prerequisite: ENGL 101.

**PSY 280: Health Psychology (3)** This introduction to Health Psychology covers the role of stress in illness, coping with chronic illness, stress, and pain, and the role of health behavior in health and disease. Prerequisite: PSY 105.

## Religious Studies (RELG)

**RELG 107: Living World Religions (3)** Introduction to major living world religions, such as Buddhism,

Christianity, Hinduism, Islam, and Judaism. Suggested prerequisite: ENGL 101. UNM Core Curriculum – 5: Humanities

## Science (SCI)

**SCI 099L: Science Problem-Solving Lab (1)** One-to-one and small group problem solving activities designed to assist the student in the completion of homework assignments, laboratory reports and test preparation. Co-requisite: enrollment in the corresponding lecture course.

## Sign (SIGN)

**SIGN 201: Introduction to Signed Language (3)** Overview of signed language studies and related issues. Introduction to American Sign Language (ASL); signed communication systems most frequently used by deaf and hard of hearing individuals; the study of finger-spelling. UNM Core Curriculum – 6: Foreign Language.

## Sociology (SOC)

**SOC 101: Introduction to Sociology (3)** Basic concepts, topics, and theories of contemporary sociology. Prerequisite for more advanced courses in sociology. Meets UNM Core Curriculum – 4: Social & Behavioral Sciences; Meets New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences (NMCCN 1113).

**SOC 205: Crime, Public Policy and the Criminal Justice System (3)** The study of crime, the criminal justice system and crime-related public policy. Discussion of key criminology concepts. Measurement of crime and delinquency, its distribution in society, victimization, public opinion, the criminal justice system, crime control strategies and policies. Prerequisite: SOC 101.

**SOC 211: Social Problems (3)** Description and analysis of major social problems facing American society. Foci may include: poverty, homelessness, alcohol and drug problems, race and ethnic relations, aging and mental illness. Prerequisite: SOC 101.

**SOC 213: Deviance (3)** Survey of major forms of norm-violating behavior in American society, such as drug and alcohol abuse, mental illness, criminal behavior, and sexual deviance. Discussion of sociological explanations of the causes of, and attempts to address these behaviors. Prerequisite: SOC 101.

**SOC 216: The Dynamics of Prejudice (3)** The study of prejudice and discrimination, including their historical and contemporary sources and prospects for reduction, with applications to American institutions. Prerequisite: SOC 101.

**SOC 221: Global Issues (3)** The global context of patterns of development in nation-states with an



emphasis on industrialized countries. Selected topics of social, economic, and cultural change. Inequality, war, reform and revolution in global perspective. Meets New Mexico Lower-Division General Education Common Core Curriculum – Area IV: Social/Behavioral Sciences (NMCCN 1113).

**SOC 225: Marriage, Family and Their Alternatives (3)** Comparative analysis of contemporary family and household forms, such as dual-worker, single-parent and homosexual couple households. Focus on links between large-scale social changes and changing family composition and interaction patterns. Meets New Mexico Lower-Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences (NMCCN 2213). Prerequisite: SOC 101.

**SOC 280: Introduction to Research Methods (3)** A survey of the major methods of social research: foundations of social research, research design, sampling and measurement, quantitative and qualitative research methods, and data analysis. Prerequisite: SOC 101.

## Spanish (SPAN)

**SPAN 101: Elementary Spanish (3)** Beginning Spanish for students with no previous exposure to Spanish. Development of all four language skills, with emphasis on listening and speaking. Meets UNM Core Curriculum – 6: Foreign Language.

**SPAN 102: Elementary Spanish (3)** Beginning Spanish for students who have completed SPAN 101 or equivalent. Continued development of four skills with emphasis on listening and speaking. UNM Core Curriculum – 6: Foreign Language.

**SPAN 103-104: Elementary Spanish Conversation (1)** Supplementary course to SPAN 101-102 for students interested in additional practice in speaking. Grade option: CR/NC. Pre or co-requisite: SPAN 101 or SPAN 102.

**SPAN 111: Elementary SHL I (3)** Beginning Spanish for students who grew up in a Spanish-speaking environment. Will build upon the language base which the students already possess. Development of all language skills: reading, writing, listening and speaking.

**SPAN 112: Elementary SHLII (3)** Beginning Spanish for heritage language students who have completed SPAN 111 or equivalent. Continued development of the four skills with an emphasis on reading and writing, vocabulary building and review of grammar.

**Span 201: Intermediate Spanish I (3)** Intermediate Spanish for students who have completed SPAN 102 or equivalent. Review of grammar and further development of all four skills. UNM Core Curriculum – 6: Foreign Language.

**Span 202: Intermediate Spanish II (3)** Spanish for students who have completed SPAN 201 or equivalent.

Continued development of all four skills with emphasis upon reading. UNM Core Curriculum – 6: Foreign Language.

**SPAN 203: Spanish Conversation (3)** For students who have completed or are currently enrolled in SPAN 201 or SPAN 202. Small classes designed to increase skills in speaking Spanish. Not for native speakers. Pre- or co-requisite: SPAN 201, SPAN 202, SPAN 211.

**SPAN 211: Intermediate SHL I (3)** Intermediate Spanish for heritage language students who have completed SPAN 102 or equivalent. Review of grammar and continued development of the four skills with an emphasis on literacy and speaking.

**SPAN 212: Intermediate SHL II (3)** Intermediate Spanish for heritage language students who have completed SPAN 201 or equivalent. Further development of all four skills, with an emphasis on reading authentic materials, on practice writing needs and communicating with other native speakers.

## Sustainable Building (SUST)

**SUST 120: Introduction to Green Building (3)** This course is an introduction to green building, principles, materials and methods of construction as they apply to sustainable residential construction. It provides the decision making framework for students to learn how homes can be built to be more energy efficient, healthy and comfortable.

**SUST 150: Renewable Energy in Buildings (3)** This course is an introduction to solar and other renewable energy options for new and existing construction. Topics include: photovoltaic arrays, passive and active solar space heating and water heating, and wind energy. Students will use computer generated three-dimensional models to evaluate building performance and explore design options.

**SUST 230: Computer Assisted Sustainable Design (BIM) (3)** This course explores sustainable design using BIM (building information modeling) and specialized energy analysis software. Students will learn core concepts of sustainability in building design, including systems, and materials.

**SUST 250: Home Energy Audits (3)** Students will learn to perform residential energy audits using the Home Energy Rater System (HERS). The HERS codifies home energy audits for existing residential buildings.

**SUST 260: Green Building with LEED (3)** This course is an introduction to the design and construction of high-performance green buildings. Topics include water and site design, LEED standards, passive building design, the building envelope, green materials selection, and indoor air quality. Students will prepare for the LEED certification exam.

# IMPORTANT TERMINOLOGY

**SUST 295: Green Building Capstone Project/Internship (3)** Students are assigned opportunities to expand their knowledge and skills by applying sustainable practices and policy. Students will work directly on sustainable projects and research in a workplace setting.

## Theatre Arts (THEA)

**THEA 105: Theatre Appreciation (3)** For majors and non-majors. Study of the various elements of the practice of theatre: acting, directing, design, production, playwriting. Issues of spectatorship and criticism also addressed. Required attendance at a number of performances. UNM Core Curriculum – 7: Fine Arts; New Mexico Lower-Division General Education Common Core Curriculum – Area V: Humanities and Fine Arts (NMCNN 1113).

## University Studies (UNIV)

**UNIV 101: Introduction to UNM and Higher Education (1-3)** Designed to accelerate successful transition to university life. Grade option: A, B, CR/NC.

**UNIV 175: Experiential Learning Seminar (1-3 to a max of 3)** Experiential learning involves collaborative, reflective investigation of real-world issues from a variety of personal, social and disciplinary perspectives. STEM students are encouraged to enroll in this class.

# IMPORTANT TERMINOLOGY

**Accredited:** certified as filling academic standards or requirements; courses recognized and accepted by certain other collegiate institutions.

**Advisor:** a faculty or staff member appointed to assist students in the areas of academics, financial aid or career planning.

**Affirmative Action:** a program ensuring fair and equal recruitment, employment and advancement for all members of the campus community.

**Associates Degree:** a degree awarded for completion of a prescribed program of study for a two-year duration (full-time enrollment) and a minimum of 60 credit hours.

**Auditing classes:** a student's option to pay for and attend classes without being obliged to do the required work and without credit.

**Career/Technical course:** a course offered within a specific occupational area, formerly designated with a "T" (e.g., OBT 155T).

**Catalog:** an official publication detailing university policies.

**Certificate:** an official document awarded to indicate the completion of the requirements of a particular one-

year education program (full-time enrollment) with a minimum of 30 credit hours.

**Class load:** the number of hours attempted by a student per semester; 12 hours is the minimum full-time load, and over 18 hours must be approved by the associate director for Student Services.

**Co-requisite:** a course which must be taken at the same time as another designated course, usually in the same or a similar field.

**Credit hour:** a course work measurement term based on actual classroom hours involved; one semester hour is normally equal to 50 minutes of class per week for a 16-week semester.

**Degree:** an academic status awarded by a college or a university signifying successful completion of a program of study.

**Degree plan:** a program of courses leading to completion of requirements specified for a degree (i.e., associates, bachelors, masters), diploma or certificate.

**Good standing:** a student whose cumulative grade point average is equal to or greater than 2.0.

**Grade Point Average (GPA):** total number of grade points earned divided by semester hours attempted.

**Lower division courses:** freshman and sophomore level classes.

**Part-time student:** a student who is enrolled for fewer than 12 semester hours during the regular semester or fewer than five hours during a summer session.

**Plagiarizing:** to knowingly copy or steal the work of another individual or a written source and present it as your own; may result in a student receiving a failing grade in a course.

**Prerequisite:** a course or courses that must be taken, or other requirements which must be met, before advanced courses may be taken.

**Probation:** the status imposed upon a student due to low grades or improper conduct, usually defined by a specific time limit.

**Semester:** an academic term for a period of time, usually 16 weeks long, established for the purpose of offering a course of study.

**Summer session:** usually an 8-week term of study offered during the summer months.

**Suspension:** action taken by university officials when a student fails to maintain a designated grade point average in an academic program or for disciplinary reasons. The action results in a student being unable to enroll in coursework for a period of one semester.

**Transcript:** an official document of a student's record indicating courses taken, grades received, GPA earned and certificates or degrees completed.

**Withdrawal:** a release from enrollment in one or more courses. A student who ceases to attend classes but does not officially withdraw will receive a letter grade for each course in which he/she is enrolled.

## Student Code of Conduct

It is important for all students to be aware of conduct that will lead to disciplinary action by UNM-Valencia Campus.

In order to clarify the types of conduct which shall be considered to affect adversely the university's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their university duties and responsibilities or to participate in university activities, the Board of Regents hereby adopts the following Code of Conduct for students:

### 1) Scope

The university may take disciplinary action for an offense against the Code of Conduct when the offense occurs on university premises or at a university-sponsored event, or when an offense, which occurs off campus, is such that in the judgment of the Director of Student Affairs, failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of UNM-Valencia, or endanger the health, safety or welfare of the university community.

The term "student" includes both full-time and part-time students.

### 2) Matters subject to disciplinary action

Appropriate disciplinary procedures and sanctions shall be applied to any student who commits, or attempts to commit, any of the following acts of misconduct:

**2.1.** Actions which have great potential for physically harming the person or property of others, including that of the University, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.

**2.2.** Any type of sexual assault, including rape.

**2.3.** Making false representations to the University, including forgery and unauthorized alteration of documents; unauthorized use of any University document or instrument of identification.

**2.4.** Academic dishonesty, including, but not limited to, dishonesty in quizzes, tests, or assignments: claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the university; and nondisclosure or misrepresentation in filling out applications or other university records.

**2.5.** Substantially interfering with the freedom of expression, movement or activity of others.

**2.6.** Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on

university premises.

**2.7.** Theft of property or of services to include possession of property that is known to be stolen.

**2.8.** Failure to comply with the lawful directions of university officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

**2.9.** Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the university when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, process, procedures or functions of the university.

**2.10.** Unauthorized presence in or use of UNM-Valencia premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

**2.11.** Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

**2.12.** Use or possession of fireworks on university premises or at university-sponsored activities, unless expressly authorized in writing by the president.

**2.13.** Use, possession, or storage of any weapon on university premises or at university-sponsored activities, unless expressly authorized in writing by the president. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

**2.14.** Misusing university computing resources by intentionally making or receiving, accessing, altering, using, providing, or in any way tampering with files, disks, programs, passwords, or hardware belonging to other computer users without their permission.

**2.15.** Violation of published or posted university regulations or policies, including but not limited to regulations prohibiting discriminatory activity.

**2.16.** Aid to others in committing or inciting others to commit any act mentioned above.

**2.17.** Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct including failure to appear before any of the university's disciplinary authorities and to testify as a witness when reasonably notified to do so by an appropriate university office.

**2.18.** Any other acts or omissions which affect adversely university functions or university-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the process of the university.

**2.19.** Violating the terms of any disciplinary sanction imposed in accordance with this Code.

## 3) Rights of students in disciplinary matters

Students' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process.

The provisions of this Code of Conduct shall be construed so as not to infringe upon those rights, as those rights are defined by law.

## 4) Sanctions

**4.1.** Any student who violates any of the rules set forth in Section 3 above shall be subject to warning (verbal or written), disciplinary probation, suspension, expulsion, dismissal from university employment, or being barred from campus. Student sanctions imposed under this Code of Conduct shall be imposed pursuant to the Student Standards and Grievance Procedure, or its successor.

**4.2.** As used in this subsection:

**4.2.1.** "Verbal warning" means an oral reprimand.

**4.2.2.** "Written warning" means a written reprimand.

**4.2.3.** "Disciplinary probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe disciplinary sanctions depending on the conditions of the probation. Conditions of probation can include community service, attendance at workshops and/or seminars including but not limited to alcohol, drug or safety workshops and/or seminars, mandatory mental health evaluation and/or counseling, or other educational sanctions.

**4.2.4.** "Suspension" means losing student status for a period of time specified in the terms of the suspension. A suspension may commence immediately upon a finding of a violation or it may be deferred to a later time.

**4.2.5.** "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

**4.2.6.** "Dismissal" means termination of student employment, either for a stated time period or indefinitely.

**4.2.7.** "Barred from campus" means being barred from all or designated portions of the university property or activities.

**4.3.** The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted

against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

## 5) Implementation

The president of the university may adopt such procedures, rules, or regulations as deemed necessary to implement this Code of Conduct.

(\*) All references to university officers, by title, in this Code shall also include the designee(s) of that officer.

## Visitor Code of Conduct

It is important for all members of the university community to be aware of conduct that will lead to disciplinary action by the university.

In order to clarify the types of conduct which shall be considered to affect adversely the university's educational function, to disrupt community living on campus, or to interfere with the rights of others to pursue their education, to conduct their university duties and responsibilities or to participate in university activities, the Board of Regents hereby adopts the following Code of Conduct for visitors.

### 1) Scope

The university may take disciplinary action for an offense against the Visitor Code of Conduct when the offense occurs on university premises, as part of a UNM-Valencia-sponsored event or in connection with university activities. "Visitor" means a person who is not a Regent or a student and is not employed by the university.

### 2) Matters subject to disciplinary action

Appropriate disciplinary procedures and sanctions shall be applied to any visitor who commits, or attempts to commit, any of the following acts of misconduct:

**2.1.** Actions which have great potential for physically harming the person or property of others, including that of the university, or which actually result in physical harm, or which cause reasonable apprehension of physical harm.

**2.2.** Any type of sexual assault including rape.

**2.3.** Making false representations to the university, including forgery and unauthorized alteration of documents; unauthorized use of any university document or instrument of identification.

**2.4.** Substantially interfering with the freedom of expression, movement or activity of others.

**2.5.** Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency. Misusing or damaging fire safety equipment on university premises.

**2.6.** Theft of property or of services. Possession of property that is known to be stolen.

**2.7.** Failure to comply with the lawful directions of university officials, including campus police officers and other law enforcement officials, acting in performance of their duties.

**2.8.** Willfully refusing or failing to leave the property of or any building or other facility owned, operated, or controlled by the University when requested to do so by a lawful custodian of the building, facility or property if the person is committing, threatens to commit or incites others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the university.

**2.9.** Unauthorized presence in or use of university premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.

**2.10.** Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.

**2.11.** Use or possession of fireworks, unless expressly authorized in writing by the President.

**2.12.** Use, possession or storage of any weapon unless expressly authorized in writing by the President or designee. Weapon includes, but is not limited to, firearms, ammunition, bombs, explosives, incendiary devices, or other dangerous weapons, substances or materials.

**2.13.** Misusing university computing resources by intentionally making or receiving, accessing, altering, using, providing or in any way tampering with files, disks, programs, passwords or hardware belonging to other computer users without their permission.

**2.14.** Violation of published or posted university regulations or policies, including but not limited to regulations prohibiting discriminatory activity.

**2.15.** Aid to others in committing or inciting others to commit any act mentioned above.

**2.16.** Action(s) or conduct which hinders, obstructs or otherwise interferes with the implementation or enforcement of the Code of Conduct.

**2.17.** Any other acts or omissions which affect adversely university functions or university-sponsored activities, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the university.

**2.18.** Violating the terms of any disciplinary sanction imposed in accordance with this Code.

### 3) Rights of visitors in disciplinary matters

Visitors' rights under the state and federal constitutions are specifically acknowledged and affirmed, including the rights of freedom of speech, freedom of association, freedom of religion, and due process. The

provisions of this Code of Conduct shall be construed so as not to infringe upon these rights, as those rights are defined by law.

### 4) Sanctions

**4.1.** Any person who violates any of the rules set forth in Section 3 above, shall be subject to warning (verbal or written), probation, denial of future university employment or admission, removal from campus, arrest, or being barred from campus. Additionally or alternatively, any sanction applicable to a student under the Student Code of Conduct may be provisionally applied to a visitor, to be made effective should the visitor ever enroll or re-enroll at the university.

**4.2.** As used in this subsection:

**4.2.1.** "Verbal warning" means an oral reprimand.

**4.2.2.** "Written warning" means a written reprimand.

**4.2.3.** "Probation" means the establishment of a time period during which further acts of misconduct may or will result in more severe sanctions depending on the conditions of the probation.

**4.2.4.** "Removal from campus" means being physically escorted or forcibly removed to a location off property owned or controlled by UNM, by UNM police officers or other UNM agents.

**4.2.5.** "Barred from campus" means being barred from all or designated portions of university property or activities.

**4.3.** The sanctions of denial of admission, readmission, or employment by the university, or barring from campus, will be applied only after notice and an opportunity for an informal hearing before a university officer appointed to review the matter by the President or his/her designee.

**4.4.** The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the visitor's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

### 5) Implementation

The president of the university may adopt such procedures, rules or regulations as deemed necessary to implement this Code of Conduct.

## Student disciplinary procedures

### GENERAL RULES

All results at any level must be put in writing and placed on file with Student Services.

# STUDENT CODE OF CONDUCT

Upon receipt of information of student misconduct, Student Services may temporarily suspend any student until final determination of charges against him/her when the physical or emotional well being of the student, other students, the faculty or the staff might be endangered.

If the final disposition of the Director, Student Affairs is not acceptable to the student, he/she may follow the Student Grievance Procedures.

**Step 1:** Disciplinary action against a student is first acted upon at the level of the faculty member and department chairperson as outlined in the UNM Faculty Handbook:

*... the faculty member is authorized to take whatever action is deemed appropriate, but penalty in excess of an "F" in the course and the involuntary withdrawal of the student from the class may be imposed with the consent of the Director, Student Affairs. Whenever this penalty is imposed, the instructor shall immediately report the case in full detail in writing to the Director, Student Affairs.*

Prior to the decision to impose any penalty as provided above, the faculty member shall discuss the matter with the student involved and afford the student the opportunity to explain his/her conduct. If the student disputes the action taken by the faculty member, the student may initiate a grievance as outlined in the Student Grievance Procedure.

**Step 2:** If the faculty member believes the student's action warrants other disciplinary action, he/she should contact the Director, Student Affairs as outlined below.

The party bringing a charge against a student shall file a written complaint with Student Services stating his/her assertion that additional penalty is warranted. Upon receipt of the information regarding the student misconduct, Student Services shall provide the student with a copy of the charge. The Director, Student Affairs may dispose of the case if it does not carry the penalty of probation or suspension in one of the following manners:

- a) Dismiss the allegation and notify the party bringing the charge.
- b) Assign a counselor to the case if the case requires counseling.
- c) Conduct a private hearing with the student and the party bringing the charge to resolve the matter.
- d) Arrange a hearing before the Student Affairs Committee.

**Step 3:** If the student's action is serious enough to carry the penalty of probation or suspension, the student shall be notified in writing of the specific charges against him/her which may justify probation, suspension or dismissal from school. Such notification

shall include names of witnesses against him/her, a report of facts to which these witnesses will testify, and shall request the student to appeal for a hearing (time and date specified) at which he/she may defend himself/herself and produce oral testimony or written affidavits of witnesses on his/her behalf. The Student Affairs Committee will meet, hear the case and make recommendations to the Director, Student Affairs. The Director, Student Affairs will make a ruling on the case in writing within seven calendar days.

**Step 4:** The final avenue for appeal and resolution of a grievance, should the recommendation of Student Services be unacceptable, is the Executive Director for UNM-Valencia Campus.

**Step 5:** The Executive Director will present a final decision in writing within seven calendar days.

## Student grievance procedures

### GENERAL RULES

A grievance must be initiated within 45 regular semester days of the date of origin of the grievance. The grievance procedure must be completed within 60 regular semester days of the receipt of the written complaint by the Student Affairs Committee.

Complaints are required to proceed through the Grievance Procedure in order beginning with Step 1. Complainants must represent themselves (i.e., be present) at any and all levels of grievance resolution.

All results at any level must be put in writing with a copy to the Director, Student Affairs and the Student Affairs Committee.

All infractions of local, state or federal statutes will be handled by the appropriate government authorities, but may also fall within the university grievance category.

The composition of the Student Affairs Committee may vary from branch to branch but must comprise representatives of the student, faculty and staff population.

### A) Student vs. Faculty or Staff

**Step 1:** The student or complainant should first attempt direct resolution of a grievance in person with the party with whom there is a grievance. It is expected that in a university community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. The complainant shall be given the right to due process with impartiality. If the grievance is not resolved, the procedure detailed below should be followed.

**Step 2:** The student or complainant must register the complaint in writing with the party against whom he/she has the grievance specifying a time period (at least

seven calendar days) within which a reply is expected in writing. The complainant must show proof of a dispute by filing a copy of the correspondence with the Student Affairs Committee. If the involved parties do not resolve the grievance at this level they should proceed to Step 3.

**Step 3:** If the dispute is not resolved in Step 2, the student shall state the complaint in writing to the appropriate department or division chairperson, with a copy to the Student Affairs Committee, for disposition of the dispute.

**Step 4:** If the dispute is not resolved in Step 3, the student shall state the complaint in writing to the Dean of Instruction and Student Affairs Committee, if the dispute is against faculty. If the dispute is against staff, the complaint should be forwarded to the Director, Student Affairs and the Student Affairs Committee.

**Step 5:** If the dispute is not resolved to the student's satisfaction, a formal hearing will be held before the Student Affairs Committee with the instructor/staff and student each presenting his/her case.

The hearing shall be conducted as a rudimentary adversarial process in that both parties shall have the right to present their case, present evidence (both written and oral) and/or witnesses, and the opportunity to object to or rebut any evidence presented. The Student Affairs Committee will present its recommendation in writing to the student, the instructor or staff member, the chairperson of the department/division and the Dean of Instruction within seven calendar days following the hearing.

**Step 6:** The student or faculty/staff member may accept the Student Affairs committee's recommendation or may appeal to the Campus Executive Director in writing within seven calendar days after the receipt of the Committee's recommendation.

**Step 7:** The director will present a final decision in writing within seven calendar days. (However, if the grievance is against the Director, the appeal should be made to the Vice President for Academic Affairs who must review and rule on the appeal within seven calendar days.)

## B) Student vs. Student

**Step 1:** The complainant should first attempt direct resolution of a grievance in person with the party with whom there is a grievance.

It is expected that in a university community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. If the grievance is not resolved, the complainant shall be given the right due process without prejudice.

**Step 2:** The complainant must register the complaint in writing with the party against whom he/she has the

grievance specifying a time period (at least one calendar week) within which a reply is expected in writing. The complainant must show proof of a dispute by filing a copy of the correspondence with the Student Affairs Committee for impartial evaluation. If the involved parties do not resolve their grievance at this level they should proceed to Step 3.

**Step 3:** If the dispute is not resolved in Step 2, the student shall state the complaint in writing to the Director, Student Affairs and the Student Affairs Committee who will attempt to mediate a solution.

**Step 4:** If the dispute is not resolved to the student's satisfaction, a formal hearing will be held before the Student Affairs Committee with each student presenting his/her case. The hearing shall be conducted as a rudimentary adversarial process in that both parties shall have the right to present their case, have evidence presented (both written and oral) and/or witnesses and the opportunity to object to or rebut any evidence presented. The Student Affairs Committee will present its recommendation to the student within seven calendar days.

**Step 5:** The students may accept the Student Affairs Committee's recommendation or may appeal to the Campus Executive Director in writing within seven calendar days after the receipt of the Committee's recommendation.

**Step 6:** The Director will present a final decision in writing within seven calendar days.

## Sexual harassment

*Approved by The University of New Mexico Board of Regents 8/9/88, the Faculty Senate 12/8/87.*

Questions about sexual harassment and about the Sexual Harassment Grievance Procedure can be answered by the Equal Opportunity Programs Office, 277-5251, 609 Buena Vista NE, or the following Valencia Campus offices: Student Services, Human Resources, and the Executive Director's Office.

The university is committed to creating and maintaining a community in which students, faculty, administrative and academic staff can learn and work together in an atmosphere that enhances productivity and draws on the diversity of its members, an atmosphere free from all forms of disrespectful conduct, harassment, exploitation or intimidation, including sexual. The purpose of this policy is to foster a dialogue on positive and effective intergender communication and interaction but also to take whatever action may be needed to prevent, correct, and, when necessary, to discipline behavior which violates this policy.

In fulfilling its dual tasks of educating and providing public service, the university can, and shall demonstrate leadership in sensitizing and educating all mem-

# STUDENT CODE OF CONDUCT

bers of its community to what is appropriate behavior between the genders. Sexual harassment is reprehensible in that it subverts the mission of the university and threatens the careers of students, faculty, and staff. It is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and will not be tolerated at The University of New Mexico.

Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or;
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration should be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred. Retaliation against an employee or student for filing a sexual harassment complaint is grounds for a subsequent harassment complaint.

The university also disapproves of intimidating conduct of a sexual nature which does not rise to the level of the above definition of sexual harassment and which has a detrimental but limited impact on the work environment. Such conduct may include isolated sexual remarks, sexist comments or inappropriate physical behavior of a sexual nature. Such conduct should be strongly and actively discouraged by responsible supervisors.

While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes also that sexual harassment may occur between persons of the same university status: student-student, faculty-faculty, staff-staff. While the vast majority of victims are female, and the vast majority of offenders are male, the prohibition of sexual harassment applies regardless of the genders of the parties.

Sexual harassment is especially serious when it threatens the relationship between student and teacher, or the relationship between supervisors and their subordinates. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or supervisor can have a decisive influence on a student's or employee's success and future career at the university and beyond.

For these reasons, a reaffirmation of a firm stand against sexual harassment and the establishment of procedures specifically designed to resolve complaints of sexual harassment are critically important for this institution.

## Procedures for redress of sexual harassment

The Office of Equal Opportunity (OEO) has an established procedure to address reported incidents of sexual harassment in compliance with Title IX of the Educational Amendments of 1972 as well as other claims of discrimination under Title VII of the Civil Rights Act of 1964.

Claims of sexual harassment by students against staff, faculty (including Teaching Assistants), or third parties (e.g. someone who is not a student or employee of the University) should be reported directly to the OEO. The OEO is the university's compliance office for Title IX and Title VII and must respond to all reported incidents of sexual harassment.

The OEO will evaluate all reports of sexual harassment recognized by University policy. If so, the OEO will proceed with processing reported incidents through the application of informal measures, or when warranted, a formal investigation, a final determination will be issued by the OEO at the conclusion of the investigation. This determination is subject to appeal.

The staff of OEO are available to respond to questions about the university's sexual harassment policy and procedure. The OEO is located at 609 Buena Vista NE. The telephone number is 505.277.5251.

## Sexual assault policy

*Approved by the university president on 10/7/1995*

### I) Purpose of policy

This policy provides for The University of New Mexico main and branch campuses:

- A) A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.
- B) Procedures students should follow if a sex offense occurs, including procedures concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense, and to whom the alleged offense should be reported.
- C) Information on a student's option to notify proper law enforcement authorities, including on-campus and local police, and a statement that institutional personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel.
- D) Notification to students of existing on and off campus counseling, mental health, or other student



services for victims of sex offenses.

**E) Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense and of the options for those charges, if requested by the victim and reasonably available.**

**F) Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that;**

- 1) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
- 2) Both the accuser and accused shall be informed of the final determination of a disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused.
- 3) Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non forcible sex offenses.

## II) Definitions of sex offenses

The University of New Mexico-Main Campus and branch campuses adopt, for the purpose of this policy, the following definitions for sex offenses as prescribed by

The Student Right to Know and Campus Security Act:

### SEX OFFENSE – FORCIBLE

**A) Forcible rape:** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**B) Forcible sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**C) Sexual assault with an object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**D) Forcible fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or perma-

nent mental or physical incapacity.

### SEX OFFENSE – NON-FORCIBLE

*(unlawful, non-forcible sexual intercourse)*

**A) Incest:** Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.

**B) Statutory rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## III) Educational programs

UNM-Valencia recognizes the harm caused by sexual assault and the need to educate the campus community regarding this issue. UNM-Valencia offers the following educational program services:

Rape Crisis Center of Central New Mexico  
9741 Candelaria NE  
Albuquerque, N.M. 87112  
505.266.7712

The Rape Crisis Center of Central New Mexico maintains a 24 hour a day crisis telephone service and has counselors available to provide immediate assistance to victims of sex offenses. The Center also provides educational programs to campus and community groups.

Director, Student Affairs  
Student Services building  
505.925.8560

Student Services coordinates New Student Orientation, which includes providing information addressing sexual assault and domestic violence issues. Student Services also provides information brochures and flyers throughout the campus community.

## IV) Procedures students should follow if a sex offense occurs

The university's Student Code of Conduct and Visitor Code of Conduct, which apply to the main and all of the branch campuses and educational centers, expressly forbid the commission of sexual assault including rape. A student who is a victim of such an offense may pursue charges against the perpetrator under these policies.

It is important for victims of sex offenses to understand the steps to take in order to preserve evidence as it may be necessary in the proof of sexual assault in the criminal process and the student discipline system.

Victims should not bathe, shower, wash, douche, brush one's teeth, comb one's hair or change clothes before seeking medical attention. Important evidence may be on the victim's body and/or clothes.

This evidence can be collected during the medical examination.

# STUDENT CODE OF CONDUCT

## Valencia Campus

1) A student who is the victim of a sex offense on campus or at a university sponsored or sanctioned activity should immediately contact the Sheriff's Department at 505.866.2460 (or 911) to report the incident.

Students may also contact UNM-Valencia Campus Security office, located in the Student Center, or call 505.925.8570. Security is available from 8 a.m. to 10 p.m., Monday through Friday and Saturday from 8 a.m. to 5 p.m. Security officers and Workstudy security aids patrol the UNM-Valencia during class hours.

They also provide escort service, upon request, to parking areas during the evening hours.

2) The university's Student Code of Conduct and Visitor Code of Conduct expressly forbid the commission of sexual assault including rape.

In cases where the UNM-Valencia police office has been contacted, the office will work with the victim and the Director of Student Affairs regarding the UNM-Valencia taking disciplinary action against the perpetrator under these policies.

Violations of the Student and Visitor Codes of Conduct at UNM-Valencia are administered by the Director, Student Affairs in the Student Services offices (505.925.8560).

A person who is a victim of a sex offense committed by a student, or a student who is a victim of a sex offense committed by a visitor to UNM-Valencia has the option of pursuing charges against the perpetrator of the offense under the relevant Code of Conduct.

Victims of sex offenses are encouraged to report them to the Valencia County Sheriff's Department at 505.866.2460.

Information regarding pursuing charges under the Student or Visitor Code of Conduct may be obtained by contacting Student Services at 505.925.8560.

Victims in student disciplinary proceedings and victims of sexual assault have the same rights that have been enumerated for the UNM-Main Campus.

The specific procedures by which Student and Visitor Code of Conduct are resolved can be found in The University of New Mexico Pathfinder.

Sanctions that may be applied are as enumerated under the Student and Visitor Code of Conduct.

A student who is a victim of such offenses may pursue charges against the perpetrator under these policies.

The Student Services Office is available to assist victims of sex offenses in making appropriate accommodations in their academic and living arrangements.



## UNM BOARD OF REGENTS

Susana Martinez, Governor of New Mexico	ex-officio
Dr. Jose Z. Garcia, Secretary of Higher Education	ex officio
Jack L. Fortner	President
Conrad D. James	Vice President
Lt. Gen. USAF (Ret.) Bradley C. Hosmer	Secretary/Treasurer
J.E. (Gene) Gallegos	Santa Fe
James H. Koch	Santa Fe
Suzanne Quillen	Las Cruces
Heidi N. Overton	student regent

## UNM-MAIN ADMINISTRATION

Dr. Robert Frank	President
Dr. Chaouki Abdallah	Provost/Executive Vice President for Academic Affairs
Dr. Eliseo Torres	Vice President for Student Affairs
Vivian Valencia	Secretary of the University

## VALENCIA ADVISORY BOARD

Paul Luna, Chair	Los Lunas
Belinda Martinez, Secretary	Belen
Corrine Sedillo	at-large
Russell Griego	Los Lunas
Eloisa Tabet	Belen

## VALENCIA ADMINISTRATION

Dr. Alice V. Letteney	Executive Director
Hank Vigil	Director of Student Affairs
Andrew Sánchez	Director of Campus Resources

## UNM-VALENCIA FACULTY

**ROSA M. AULETTA**  
Lecturer II, Transitional Studies Division Manager  
AAS, Sinclair Community College;  
BA, University of Massachusetts, Amherst; MS, UNM

**CLAUDIA BARRETO**  
Professor, Biology  
BA, Adelphi University; MS, New York University;  
Ph.D., University of Wisconsin

**BRENDA BROERS**  
Assistant Professor, Chemistry  
BA, BS University of Washington;  
MS, Central Washington University

**MICHAEL BROWN**  
Lecturer III, Game Design  
BA, University of Advanced Technology;  
MA, New Mexico State University

**MICHAEL CARRIERE**  
Lecturer I, Adult Basic Education  
BA, The University of New Mexico

**MICHAEL CESCHIAT**  
Lecturer III, Fine Arts  
Coordinator, Fine Arts Programs; Division Chair,  
Business, Technology & Fine Arts  
BFA, Columbus College of Art & Design;  
MFA, The University of New Mexico

**CINDY CHAVEZ**  
Lecturer III, Office and Business Technology  
Program Coordinator, Business & Technology  
AAS, The University of New Mexico-Valencia;  
BS, MPA, The University of New Mexico

**MIRIAM J. CHAVEZ**  
Regents' Professor, Biology  
Chair, Mathematics, Engineering and Science Division  
BS, MS, Ph.D., The University of New Mexico

**ELAINE CLARK**  
Associate Professor, Mathematics  
APB, BBA, MS, New Mexico State University

**JULIE M. DEPREE**  
Regents' Professor, Mathematics  
Chair, Mathematics, Engineering and Science Division  
BS, MA, New Mexico State University;  
Ph.D., The University of New Mexico

**SARAH GARDE**  
Lecturer II, Developmental Mathematics  
BBA, New Mexico State University; MA, Webster University

**PATRICIA GILLIKIN**  
Professor, Language & Literature and Developmental English  
Coordinator, Developmental English Program  
BA, University of Dallas; MA, College of William & Mary;  
Ph.D., Texas Christian University

**TERESA GOODHUE**  
Lecturer II, Developmental Reading  
BA, MA, The University of New Mexico

**MIRIAM GUSTAFSON**  
Associate Professor, Language & Literature  
BA, Washington State University;  
MA, Northern Arizona University

**ANNETTE HATCH**  
Assistant Professor, Engineering and Mathematics  
BS, MS, The University of New Mexico

# GOVERNING BODIES

**ALFONSO HERAS-LLANOS**

Visiting Lecturer, Mathematics  
BA, Universidad del Atlántico; MS, Universidad de Puerto Rico; Ph.D. Candidate, The University of New Mexico

**JAMI L. HUNTSINGER**

Professor, English  
Division Chair, Communication, Humanities, English and Social Sciences  
BS, MA, University of South Dakota; Ph.D., UNM

**DIANNA JOHNSTON**

Director and Lecturer II, Division of Nursing  
BSN, Pacific Lutheran University; MSN, Walden University

**KHALED KASSEM**

Associate Professor, Mathematics  
MA, The University of New Mexico

**DONNA KETCHESON**

Lecturer II, Nursing  
BSN, UNM; MSNA, Samuel Merritt College

**BARBARA LOVATO**

Lecturer III, Library Science  
BA, New Mexico State University; MA, University of Arizona; EdD, New Mexico State University

**NAJIB MANEA**

Assistant Professor, Instructional Technology; Director, Teaching & Learning Center; Program Coordinator, Technology  
BS, Yarmouk University, Jordan;  
MA, MS, Ph.D., New Mexico State University

**DANIZETE MARTINEZ**

Assistant Professor, Language & Literature  
Program Coordinator, Language & Literature  
BA, MA, Ph.D., The University of New Mexico

**RICHARD A. MELZER**

Professor, History  
BA, Oswego State College; MA, Purdue University; Ph.D., The University of New Mexico

**CLIFTON MURRAY**

Associate Professor, Mathematics  
BA, Trivecca Nazarene College; MA, MS, University of Akron; Ph.D., New Mexico Institute of Mining and Technology

**TINA L. NEWBY**

Lecturer I, Adult Basic Education  
Manager, Adult Education Program  
BA, The University of New Mexico

**RICHARD PALMER**

Lecturer II, Business Administration  
BBA, The University of New Mexico

**EVA RIVERA-LEBRÓN**

Assistant Professor, Mathematics  
BS, University of Puerto Rico;  
MS, Universidad Interamericana, Puerto Rico

**JUSTIN ROMINE**

Lecturer II, Film Technology  
BA, University of Nevada-Las Vegas

**ALEX SANCHEZ**

Lecturer III, Computer Aided Drafting  
BA, MA, The University of New Mexico

**MELANIE SANCHEZ-DINWIDDIE**

Assistant Professor, Biology; BS, New Mexico State; Ph.D., The University of New Mexico

**DUSTIN SHAFER**

Visiting Lecturer, Physical Education  
Program Manager, The Wellness Center  
BS, University of Wyoming; MS, Eastern N.M. University

**AMIEE SHAFFNER**

Lecturer I, Developmental English  
BA, The University of New Mexico

**JULIA SO**

Assistant Professor of Sociology  
BA, MA, University of Texas at Arlington;  
Ph.D., University of Texas at Dallas

**RICHARD SYLVESTRE**

Lecturer I, Adult Basic Education  
BA, BS, The University of New Mexico

**TRACY TERRY**

Assistant Professor, Chemistry  
BS, University of the South; Ph.D., Stanford University

**HELEN WALTON**

Assistant Professor, Nursing  
AS, BSN, Excelsior College of Nursing;  
MA, California Coast University; MSN, Excelsior College

**LEANN WELLER**

Lecturer II, Library Science  
BA, Emporia State University; MALS, University of Michigan

**ALEXA WHEELER**

Lecturer III, Fine Arts  
BFA, Pratt Institute; MFA, The University of New Mexico

**THOMAS WHITTAKER**

Assistant Professor, Earth & Planetary Sciences  
BSc, University of East Anglia; MS, University of Maine; Ph.D., University of Waikato, New Zealand

**HEATHER WOOD**

Assistant Professor, Language & Literature  
BA, University of Massachusetts, Amherst;  
MA, Ph.D., University of Texas at Dallas



# INDEX

## A

About this Catalog	1
Academic Course Offerings Descriptions	95-120
Academic Curricula and Degree Requirements	27-93
Academic Progress Guidelines	13
Academic Renewal Policy	18
Academic Rights and Responsibilities of Students	18
Academic Support Services	23-26
Accreditation	2
Administration, The University of New Mexico	129
Administration, UNM-Valencia Campus	129
Admission and Registration Information	3-8
Adult Education Center	23
Academic Advisement	6-7
Advisement Center Services	7
Advisory Board, UNM-Valencia Campus	129
Americans with Disabilities Act	23
Anthropology (course descriptions)	95-96
Art History (course descriptions)	96
Art Studio (course descriptions)	96-97
Associate Degree & Certificate Program Requirements	30
Associate of Applied Science Degrees	27
Associate of Arts Degrees	27
Associate Degree in Nursing Degree	27
Associate of Science Degrees	27
Astronomy (course descriptions)	97
Attendance	16
Auditing a Course	15
Automotive Technology (course descriptions)	97

## B

Biology (course descriptions)	97-98
Board of Regents, The University of New Mexico	129
Bookstore	10
Business Administration (A.A.)	33-34
Business Administration (certificate)	35-36
Business Management (course descriptions)	99

## C

Cafeteria	10
Campus Conduct	11
Campus Library	23-24
Campus Police	10
Career Placement	7
Career Services Center	7
Certificates	27
Change of Grade	17
Chemistry (course descriptions)	100
Class Hours and Credit Hours	14
College Advisement Centers UNM-Main Campus	7-8
Collection Agencies	21-22
Commencement	19
Communication & Journalism (course descriptions)	100-101

Community Education Services	24
Computer Crime	11
Computer Labs	10
Computer-Aided Drafting (A.A.S.)	73-74
Computer-Aided Drafting (certificate)	75-76
Computer-Aided Drafting (course descriptions)	101
Computer Science (course descriptions)	101
Confidentiality of Records	20
Construction Technology (A.A.S.)	77-78
Construction Technology (course descriptions)	101
Construction Technology Core (course descriptions)	101
Cooperative Education/Internship Programs	7
Course Descriptions	95-120
Course Load Guidelines	14-15
Course Placement Testing	8
Credit Enrollment, changes	15
Credit/Non-Credit Option	15
Criminology (A.A.)	37-38

## D

Dance (course descriptions)	101-102
Dangerous Substances	11
Dates of Registration	14
Definitions	94-95
Digital Media Arts, (A.A.S.)	79-81
Digital Media Arts (certificate)	81-82
Digital Media Arts (course descriptions)	102
Director's List	19
Disenrollment	14
Dishonesty in Academic Matters	11
Dual Credit and Concurrent Enrollment	4

## E

Early Childhood Multicultural Education, A.A.S.	39-40
Earth & Planetary Science (course descriptions)	103
Early Childhood Multicultural Education (certificate)	41-42
Early Childhood Multi. Edu. (course descriptions)	102-103
Economics (course descriptions)	103-104
Elementary Education (A.A.)	43-44
Elementary Education (certificate)	45-46
Secondary Education (A.A.)	47-48
Secondary Education (certificate)	49-50
Education (course descriptions)	104
Emergency Medical Services (course descriptions)	104
Emergency Medicine (A.S.)	62-63
Engineering (course descriptions)	104-105
English (course descriptions)	105-106
Enrollment	14-19
Enrollment Certification	16
Equal Access Services	24
Equal Educational Opportunity Policy	2
Examinations	17-18

# INDEX

<u>F</u>	
Faculty	129-130
Federal Pell Grant	12
Federal Perkins Loan	12
Federal Supplemental Educational Opportunity Grant	12
Financial Aid	12
Fine Arts (course descriptions)	106
Five-Part Educational Program	2
Food and Beverages	11
French (course descriptions)	106-107

<u>G</u>	
Game Project (course descriptions)	107
General Education and Program Requirements	27
General Education Development (GED) Exam	8
General Information	12-13
General Registration	14
General Science (A.S.)	64-66
General Studies, (A.A.S.)	83-84
General Studies (course descriptions)	108
Governing Bodies, Administration & Faculty	129-130
Grade Petition Procedure	18
Grade Point Average	17
Grade Replacement Policy	17
Grade Reports	10
Grade, changes	17
Grades, description	16-17
Grading	16
Graduation Requirements	19
Graduation/Graduation with Honors	19
Grants	12
Group Fitness Instructor Leadership (certificate)	69-70

<u>H</u>	
Health Career Health Sciences (course descriptions)	108
Health Education (A.S.)	67-68
Health Education (course descriptions)	108
Health Sciences Programs	27
History of the UNM-Valencia Campus	1
History (course descriptions)	108-109

<u>I</u>	
Incomplete ("I")	17
Independent Study	22
Information Technology (A.A.S.)	85-86
Information Technology (certificate)	87
Information Technology (course descriptions)	109-110
Installation Payment Plan	21
Insurance	11

<u>L</u>	
Law Violations	11
Learning Center	26
Liberal Arts (A.A.)	54-55

Linguistics (course descriptions)	110
Loans	12
Lobo ID & Social Security Number	3
LoboWeb	14
Lost and Found	10

<u>M</u>	
Mathematics & Statistics (course descriptions)	110-112
Media Arts (course descriptions)	112
Mission Statement	3
Music (course descriptions)	113

<u>N</u>	
Natural Science (course descriptions)	113
New Mexico Common Core	29-30
New Mexico Residency Requirements	5-6
New Mexico Supplemental Student Incentive Grant (NMSSIG)	12
New Student Orientation Program	14
Nursing (Associate Degree)	60-61
Nursing (course descriptions)	113-114
Nursing Assistant (course descriptions)	99
Nutrition (course descriptions)	114

<u>O</u>	
Office and Business Technology (A.A.S.)	88-89
Office and Business Technology Certificate	90
Office and Business Technology (course descriptions)	114-115
Online and Hybrid Courses	22-23
Operating Agreement and Funding	2
Other Programs, Services, and Important Information	10-11

<u>P</u>	
Parking Permits	10
Personal Care Attendant (course descriptions)	115
Philosophy (course descriptions)	115-116
Phlebotomy Technician (course descriptions)	99
Phone Calls and Visitors	10
Physical Education (course descriptions)	116-117
Physics (course descriptions)	117
Political Science (course descriptions)	117-118
Practicum, Field-Based, and Cooperative Education Experiences	22
Pre-Engineering (A.S.)	71-72
Presence of Animals	11
Probation and Suspension	18
Program Information	14-22
Psychology (course descriptions)	118

<u>R</u>	
Refund Policy	21
Registration for Closed Class and Drop Policy	14
Religious Studies (course descriptions)	118
Removal of Incomplete	17
Requirements for Admissions	3-8
Restricted Activities	11
Role and Function of the UNM Branch Colleges	1-2

# INDEX

<u><b>S</b></u>	
Scholarships	12
Science (course descriptions)	118
Sexual Assault Policy	126-128
Sign (course descriptions)	118
Small Business Development Center	25
Smoking	11
Social Security Numbers	3
Sociology (course descriptions)	118-119
Spanish (course descriptions)	119
Special Options for Study at UNM-Valencia Campus	22-23
Student Code of Conduct	121-128
Student Disciplinary Procedures	123-124
Student Employment (work study)	12
Student Grievance Procedures	124-125
Student ID Cards and Identification Numbers	10
Student Senate	10
Student Support Services Program (TRiO)	7
Studio Art (certificate)	58-59
Sustainable Building (course descriptions)	119-120
<u><b>T</b></u>	
Teaching and Learning Center	25

Technical Courses	15-16
Testing, CLEP and Core Placement	8-9
Theatre Arts (course descriptions)	120
Third Party Sponsored Students	22
Transcripts	19-20
Transitional Studies and Learning Center	26
Transitional Studies Program	30-31
Tuition (cost and fees)	21

## **U**

UNM Core Curriculum Course Offerings, description	28
University Studies (course descriptions)	120

## **V**

Veterans	13
Vision Statement	3
Vision, Mission and Core Values	3
Vocational Rehabilitation	13

## **W**

Weapons and Firearms	11
Wellness Center	24-25
Withholding Services	22
Withdrawal	16

# IMPORTANT NUMBERS

UNM-Valencia Operator	925.8500	GED® Classes, Assessment & Pre-Test	925.8900
<b>Academic Office</b>	<b>925.8600</b>	<b>Human Resources</b>	<b>925.8530</b>
Adult Education Center	925.8900	Learning Resource Center	925.8900
<b>Advisement Center</b>	<b>925.8560</b>	<b>Library (ID Cards)</b>	<b>925.8990</b>
Admissions	925.8580	Placement Testing	925.8560
<b>Bookstore</b>	<b>925.8801</b>	<b>Public Information Office</b>	<b>925.8547</b>
Business & Technology	925.8700	Registration/Enrollment	925.8580
<b>Cafeteria</b>	<b>925.8811</b>	<b>Small Business Development Center</b>	<b>925.8980</b>
Campus Police	925.8570	Student Services	925.8560
<b>Career Services</b>	<b>925.8560</b>	<b>Student Senate</b>	<b>925.8560</b>
Cashiers	925.8520	Student Support Services	925.8574
<b>Community Education</b>	<b>925.8970</b>	<b>Transitioning to Main Campus</b>	<b>925.8580</b>
Dual Credit	925.8580	Tutoring	925.8900
<b>Executive Director's Office</b>	<b>925.8540</b>	<b>Upward Bound</b>	<b>925.8861</b>
Financial Aid	925.8590	Veteran Affairs	925.8580
<b>Fine Arts</b>	<b>925.8722</b>	<b>Wellness Center</b>	<b>925.8830</b>

# Directions to UNM-Valencia

Twitter: @UNMVC

Website: [vc.unm.edu](http://vc.unm.edu)

facebook: [www.facebook.com/unmvc](http://www.facebook.com/unmvc)



## FROM THE NORTH

From Albuquerque, take I-25 South to Exit 215.

Turn South on N.M. 47 and proceed to the Valencia "Y."

Turn left at the light in front of the shopping center and stay on N.M. 47 for 5½ miles to Patricio Road.

Patricio Road is just South of the Tomé Gallery. Turn left onto Patricio, proceed 1 mile to La Entrada.

Turn left onto La Entrada.

## FROM THE SOUTH

From Socorro, take I-25 north to Exit 191.

Go east on Camino del Llano (N.M. 548) to Main Street in Belen.

Turn left onto Main and proceed North to Reinken (N.M. 309).

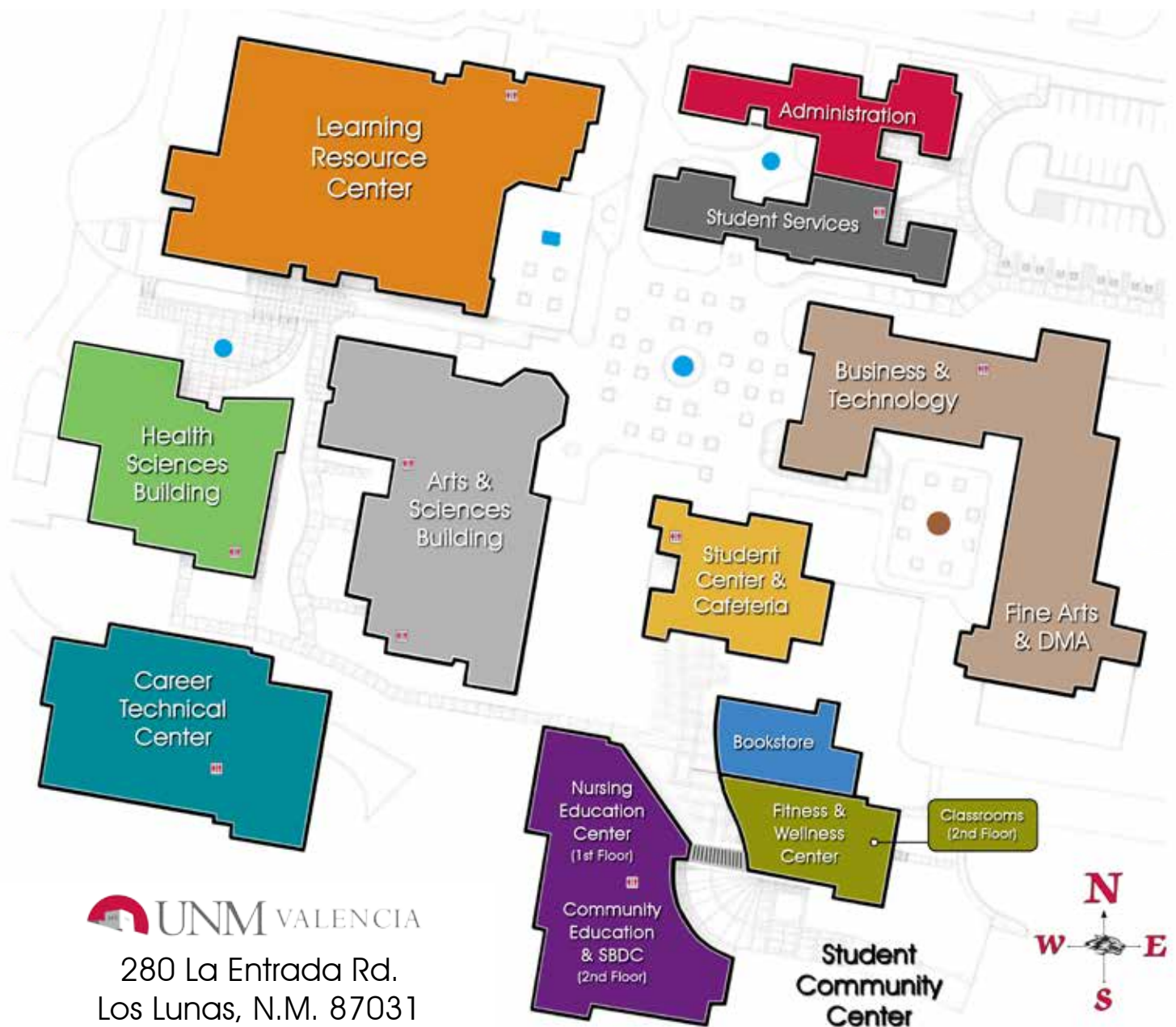
Turn right onto Reinken and head East to N.M. 47.

Turn left onto N.M. 47 and proceed North for 3 miles to La Entrada Road.

Turn right and proceed 3.7 miles to the campus.

### Building color coding / abbreviations

= AS / A	= SCC / S	= Cafeteria
= BS / B	= LRC / L	= Administration
= HS / H	= SCC / S	= Student Services
= CTC / C		



UNM VALENCIA

280 La Entrada Rd.  
Los Lunas, N.M. 87031